

THE HIGH COURT AT CALCUTTA
APPELLATE SIDE
EMPLOYMENT NOTICE

No. 1531-RG

Dated, the 6th February, 2024

Applications are invited from the eligible Indian citizens for preparation of separate panels for filling up 02 (two) posts of Driver in the High Court at Calcutta, in the Pay Matrix : 6 (Rs. 22,700/- – Rs. 58,500/-) with minimum pay at Rs. 24,100/- in terms of the Court's Notification No. 3094-RG dated 26/08/2020. The appointment will initially be made on purely temporary basis but is likely to be made permanent.

Category	Number of Vacancy
UR (Exempted Category)	01
OBC-B (Exempted Category)	01

Essential Qualifications:-

- 1) A pass in Class – VIII,
- 2) Must have up-to-date professional India Driving License (West Bengal),
- 3) Efficiency in driving cars/light motor vehicles of different categories,
- 4) A sound knowledge in Automobile mechanism.

Age:- Not less than 18 years and not more than 40 years on the date of application (upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates only).

The names of the eligible candidates belonging to Exempted category will be called for from the respective authority/authorities.

Candidates of *Exempted Category* may apply directly also. No exemption of examination fees will be available for such candidates.

The SC/ST/OBC candidates of other States shall be treated as General Candidates.

- a) The candidates belonging to other than Unreserved Category must possess the **up to date caste certificate** in the form as prescribed by the Government of West Bengal and issued by the competent Authority.
- b) The candidates who are in service of Union of India/State Governments and their undertakings shall possess the **“No Objection Certificate” (including date of joining of such service)** issued by the authority and produce the same at the time of verification of documents/further tests.

Eligible candidates may submit neatly hand-written or typed applications on plain paper of A4 size (210 x 297 mm) with self-attested copies of certificate and testimonials etc. addressed to the **Registrar General, High Court, 3, Esplanade Row (West), Calcutta-700 001**, giving particulars as under:-

(1) Full name of the candidate (in capital letters), (2) Father's/Husband's Name, (3) Name of the post applied for, (4) Date of Birth, (5) Actual age on the date of application, (6) Full Address (Present and Permanent, along with Pin Code No.) with Mobile No., (7) Educational Qualifications, (8) Other Qualifications, if any (9) Experience, if any (10) Category (Please choose the correct option):- UR/SC/ST/OBC-A/OBC-B, (11) (a) Whether belongs to Exempted Category, (b) If yes then write Exempted Category Card Number with Date of Issue, (12) Up-to-date **professional** Driving License Number with Date of Issue, (13) Nationality and (14) Details of depositing examination fees by giving Indian Postal Order No., Date of Purchase and Amount.

Full Signature of the candidate with date must be given at the bottom of the application.

Statements under Item No. 4, 6, 7, 8, 9, 10 (for UR Category no documents need to be produced), 11 and 12 must be supported by the self-attested copies of the proper documents/certificates. The candidates belonging to Exempted Categories, who will apply directly, shall have to submit the self-attested copy of the Registration Certificate issued by the respective authorities.

Fees:- Each application must be accompanied by examination fees of Rs. 500/- (Rs. 200/- for SC/ST of West Bengal Candidates Only) by Indian Postal Order, which must be purchased on a date after publication of this Employment Notification, and drawn in favour of the **Registrar General, High Court, Calcutta**, and payable at G.P.O. at Kolkata.

No fees need be given by the candidates belonging to Exempted category whose names will be sponsored by the appropriate authorities.

Essential Supporting documents required:-

- 1) Two recent and identical passport size coloured photographs duly signed by the candidate on the front portion of both (one to be pasted on the top right corner of the application and the other to be stitched/stapled with the application).
- 2) One self-addressed envelope of the size of 25 cm x 11 cm with sufficient postal stamp of **Rs. 45/-** for further communication through registered/speed post.
- 3) Photocopy of self-attested documents in support of date of birth (School leaving certificate/Madhyamik or equivalent certificate/admit card).

- 4) Photocopy (self-attested) of Caste Certificate, in case of candidates claiming 'caste-reservation'.
- 5) Photocopy (self-attested) of Identity Card issued from the Labour Deptt. Govt. of West Bengal (Employment Exchange Card) [Card No. X-10] in case of candidates belong to *Exempted Category*.
- 6) Candidates who are in service of Union of India/State Government or their undertaking, shall submit the 'No Objection Certificate' issued by the concerned authority, and
- 7) Indian Postal Order as examination fees to be enclosed with the application.

Disclaimer:- Incomplete/unsigned applications or applications submitted without requisite fees and documents, will be **summarily rejected** without any prior intimation to the candidates. Neither any claim for refund of examination fee will be entertained nor will it be held in reserve for any other examination.

Mode of Selection:-

- 1) Candidates, whose applications will be found in proper order, shall be required to undergo a Practical Test in Driving (**Full marks – 80**). Date, time and venue for Practical Test will be announced later through website www.calcuttahighcourt.gov.in.
- 2) Qualified Candidates, who will secure minimum **50 marks** (out of 80 marks) in Practical Test, would be called upon for Interview (**Full marks – 20, Cut-off marks – 05**) from each category in 1:3 ratio (subject to availability) as per the number of vacancies available in that category. Date/Dates of Interview/Viva-voce will be announced later through website www.calcuttahighcourt.gov.in.
- 3) Category wise Final Merit List will be prepared adding the marks obtained by the candidates in Practical Test as well as in the Interview and panel will be prepared consisting of two (2) candidates per vacancy, subject to availability.

Admit cards containing Venue, Date and Time of the Practical Test will be sent to the candidates whose applications will be considered to be in order in all respect, by post. No TA/DA will be provided to the candidates called upon to appear in any stage of this selection process.

Admission to the test/examination will be deemed provisional, subject to verification and determination of the Candidate's eligibility and suitability in all respect. If at any stage of the selection process or after selection, a candidate is found to be ineligible for admission to the test/s in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

If a candidate remains absent at any stage of the process of selection/examination, including verification of their documents, his/her candidature will be cancelled.

In case of any dispute, the decision of The Hon'ble The Chief Justice, High Court, Calcutta, shall be final.

The Court reserves the right to offer appointment to an empanelled candidate, to the posts of Driver on the Appellate Side. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules of the High Court, Calcutta.

Selected Candidates, being appointed in Court's service may have to attend Court's duty during odd hours, if required.

The application must be submitted in closed envelope, superscribing thereon the post applied for along with the category, to the undersigned **before 4:45 P.M. on 15.02.2024**. Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.

Candidates should submit their applications in the Drop Box placed in front of the Office of the General & Establishment Section, Appellate Side, Ground Floor, High Court at Calcutta (Main Building).

Before submission of application, applicants are requested to take note of the fact that the applications from the applicants other than "Exempted Category and O.B.C.-B Category" will not be entertained.

For further announcement(s) all concerned are requested to visit Court's website www.calcuttahighcourt.gov.in.

**Sd/-
Registrar General
High Court, Calcutta**

Dated, Calcutta, the 6th February, 2024