

**THE HIGH COURT AT CALCUTTA
APPELLATE SIDE**

EMPLOYMENT NOTICE

No. 2026 – RG

Dated, Calcutta, February 22, 2024

Applications are invited from the Indian citizens possessing knowledge in the vernacular of the State, for preparation of a panel for filling up the **25 (twenty-five)** vacancies in the post of P.A./Stenographer, Grade – C, Level in the Pay Matrix : 9 (Rs. 28,900/- – Rs. 74,500/-) with minimum pay at Rs. 32,500/- in terms of the Court's Notification No. 3094-RG dated 26/08/2020 and other allowances as admissible under the Rules. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

Category	Number of Existing Vacancy	Number of Expected Vacancy	Total Vacancies
Unreserved	04	03	07
Unreserved (Exempted Category)	05	01	06
Unreserved (Persons with Disabilities having Blindness/Low vision)	01	00	01
Unreserved (Meritorious Sports person)	00	01	01
Scheduled Caste	02	02	04
Scheduled Caste (Exempted Category)	01	00	01
Scheduled Tribe	01	00	01
O.B.C. (A)	01	01	02
O.B.C. (B)	01	00	01
O.B.C. (B) (Exempted Category)	01	00	01
Total	17	08	25

Essential Qualification:-

A candidate –

- 1) must have passed in the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from a recognized Council / Board / University / Institution;
- 2) must have speed in Shorthand and Type writing @ 120 w.p.m. and 30 w.p.m. respectively;
- 3) must have knowledge in basic computer application.

For Persons with Disabilities:-

- ❖ The benefits of reservation will be given to the candidates with disabilities (Blindness/low vision) of at least 40% and above.
- ❖ The benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant rules & regulations.
- ❖ Any Person with Disabilities as stated, under respective reserved sub- category will be directed to furnish his/her self-

attested photocopy of Disability Certificate in prescribed form in support of his/her claim, issued by a Competent Authority as per the provisions of the West Bengal Persons with Disabilities (Equal opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by a **Medical Board constituted at any Government Medical College Hospital, District Hospitals or Sub-divisional Hospital.**

Candidates having disability of less than 40% shall be treated as the candidates having no entitlement for being considered under Persons With Disability reservation.

Age:- Not less than **18 years** and not more than **32 years** as on 1st day of January, 2024 (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates of West Bengal only). In case of Persons with Disabilities, the upper age limit is relaxable upto 45 years.

Age as recorded in the Madhyamik or equivalent certificate will be accepted only.

Upper age limit for the employees of the High Court, other Courts and Government who will apply through proper channel shall be 40 years, on condition that the candidates had joined his/her initial appointment prior to attaining the age of 32 years in terms of provisions of the West Bengal Services (Raising of Age Limit) Rules, 1981, which has been duly accepted and adopted by the High Court at Calcutta by way of amendment of the Calcutta High Court Service Rules, 1960 vide Notification No. 1609(A-G) – 29th March, 2013.

The SC/ST/OBC(A)/OBC(B) candidates of other States shall be treated as Unreserved category candidates.

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

Candidates belonging to Exempted Category may apply directly also.

Candidates already in service under Govt. / Public Sector Undertakings / High Court and within the prescribed age-limit, must submit their applications through Proper Channel.

Fees:-

Each application must be accompanied with examination fees of Rs. 800/- (Rs. 300/- for S.C./S.T. of West Bengal candidates only) only by Indian Postal Order, which must be purchased on a date after publication of this advertisement, and drawn in favour of the **Registrar General, High Court, Calcutta**, and payable at G.P.O. at Calcutta.

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

This exemption of fees is not applicable to the candidates, belong to Exempted Category, applying directly without any sponsorship from the Labour Department, Government of West Bengal.

Application Format:-

Eligible candidates may submit neatly hand-written or typed applications on plain paper of legal size (8.5" x 14"), 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) Category
- 4) Date of Birth
- 5) Actual age as on 01.01.2024
- 6) Address (Present and Permanent, along with PIN code)
- 7) Telephone/Mobile number (Mandatory)
- 8) E-mail id (Mandatory)
- 9) Educational Qualification
- 10) Other Qualification
- 11) Knowledge in Computer
- 12) Speed in Shorthand and Typewriting
- 13) Whether belonging to S.C./ S.T./ O.B.C (A)/O.B.C. (B)/ Persons with Disabilities (Blindness/low vision) / Meritorious Sportsman.
- 14) Whether belonging to Exempted category, if yes, mention the Identity Card Number issued by the Labour Department. Govt. of West Bengal
- 15) Present employment status, if any (with date of initial joining supported by NOC)
- 16) Nationality
- 17) Details of depositing examination fees i.e. Indian Postal Order No., Date and Amount.

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

Statements made under Item No. 4, 6, 9, 13, 14 & 15 above must be supported by the self-attested photo-copies of proper documents/ certificates.

Incomplete/unsigned applications or applications submitted without proper examination fees and requisite documents will be **summarily rejected**. The application fee is not refundable in any case nor can it be adjusted with any other selection process. Application of the candidates who do not fulfill the essential qualification, shall not be entertained and those applications will summarily be rejected.

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 hand corner of the application and the other to be stitched/stapled with the application).
- 2) One self-addressed envelope of size 25 cm x 11 cm with postal stamp of **Rs. 45/-** for further communication through registered/speed post.
- 3) Photocopy of self-attested documents in support of date of birth (Madhyamik or equivalent certificate/admit card), educational qualifications (Higher Secondary or equivalent certificate).
- 4) Photocopy of Address Proof i.e. Aadhar Card / Electricity Bill / Voter Identity Card / Driving License / Passport etc.
- 5) Photocopy of Caste Certificate, in case of candidates desire 'caste- reservation'.
- 6) Photocopy of Certificate of Disability, in case of candidates with Blindness/low vision, from competent authority.
- 7) Photocopy of relevant Certificate of Meritorious Sportsman, as per extant Government Rules.
- 8) Photocopy of valid Identity Card issued by the Labour Department, Govt. of West Bengal (Employment Exchange Card) [Card No. X-10] in case of candidates, belonging to Exempted Category.
- 9) "No objection certificate having date of initial joining" from concerned Employer in case of service-holders, and
- 10) Indian Postal Order amounting to Rs. 800/- or Rs. 300/- to be enclosed with the application.

Mode of Selection:-**Phase-I**

Candidates, whose applications are found to be in order in all respects, shall be required to undergo a test in Shorthand at the speed of 120 words per minute for 05 (five) minutes. The text is to be transcribed in own handwriting within 45 minutes thereafter.

Phase-II

The candidates selected and shortlisted on the basis of the result of Phase-I test shall be required to undergo a further test in Shorthand at a speed of 120 w.p.m., to be followed by direct transcription of the text through the aid of a Computer at the speed of 30 w.p.m. The candidates will be given a further time of 10 minutes immediately after the completion of the dictation before they are asked to transcribe the text, for verification of the outlines.

A panel of selected candidates shall be prepared and the same shall stand lapsed on expiry of one year from the date of its notification or on filling up the notified vacancies, whichever is earlier.

In case of any dispute, the decision of The Hon'ble The Chief Justice/The Hon'ble The Acting Chief Justice shall be final.

Submission of Application:-

Applications must be submitted in a closed envelope ***mentioning therein the category and the post applied on the bottom left hand corner***, which shall have to reach the office of the undersigned **within 4:45 P.M. on 15.03.2024.**

Any application reaching the office of the undersigned after the stipulated time shall not be considered, even though the same may have been 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).

For further announcements, all concerned are requested to follow the Court's website www.calcuttahighcourt.gov.in.

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

Dated, Calcutta, February 22, 2024