

**High Court at Calcutta, Original Side
Advertisement Reference. HCOS/ARCR/2011**

N O T I C E

Applications are invited from the Indian Citizens for filling up the vacancies in the following posts on the Original Side of this Hon'ble High Court, against respective permanent vacancies.

Serial No.	Name of the Post	Number of vacancies
1.	Assistant Registrar (Court Recording)	07

The particulars of qualification and other eligible criteria are given below for the post.

Serial No.1 Assistant Registrar (Court Recording)

The appointment will be made to the candidates at the first instance purely on a temporary basis in the existing scale of pay of Rs 15,600-42,000/- in pay Band-4 with Grade Pay Rs. 5,400/- and Special Allowance of Rs 200/- per month with other usual allowances admissible under the Rules and terminable at any time on one month's notice either side.

Candidates for the post must have completed **Graduation from the Calcutta University or an equivalent examination of a statutory Indian and other University and /or Institution** and having knowledge of vernacular of the State of West Bengal and good knowledge in English language and should be able to take down depositions of witness and judgments in Shorthand at a speed of at least 160 words per minute and transcribe those to "typewritten form" in English at a speed of at least 40 words per minute with the aid of a Computer accurately. The selection for the post will be made on the result of a competitive test.

Employees of the High Court at Calcutta and the persons already employed under the Government or any other Statutory Bodies may apply through proper channel. Employees of the High Court at Calcutta only are exempted from the Examination Fees.

Applications for each category be made stating Full Name, Father's/Husband's Name, Postal Address, Age, Date of Birth, Educational qualification with all the supporting documents accompanied by (i) three recent pass-port size-photographs (one to be affixed at the top right corner of the application and other two to be stitched with the application) (ii) two self-addressed (with pin

code) envelopes without stamp (iii) duly attested legible copies of proper documents/testimonials as proof of his/her claim and (iv) Examination fees of Rs.100/- (Rupees one hundred) for the candidates belonging to S.C. and S.T. and physically disabled candidates and for others Rs.150/- (Rupees one hundred and fifty), in cash, payable at the time of receiving the Admit Card from this Office on dates to be intimated letter.

Admit Card, inscribing the date, time and venue scheduled for the test will be issued only to the candidates whose applications will be found in order, as well as after receiving the examination fee indicated above and to be collected individually by the candidate himself or herself , as the case may be.

Age of the candidate applying for all the above mentioned post should not be more than 32 years of age on 31st May, 2011 excepting the S.C. and S.T. who will get relaxation by 5 years over the upper age limit as stipulated hereinbefore.

The application must reach the undersigned before 4.45 p.m. on 24th June,2011. The Candidates may download the application format from the Calcutta High Court web-site i.e. [http:// www.calcuttahighcourt.nic.in](http://www.calcuttahighcourt.nic.in)

N.B. Candidates applying through proper channel will be entitled to have the benefit of exemption of excess age over the permissible limit provided that the candidate joined his/her present employment prior to his attending the age of 32 years.

The 18th May, 2011.

Sd/

Registrar,
Original Side.
High Court,
Calcutta.