

The High Court at Calcutta
Appellate Side

EMPLOYMENT NOTICE

Applications are invited from the serving/retired Police/Defence Personnel for recruitment in the non-promotional, residential post of Court Keeper in the High Court.

The appointment shall initially be made on a purely temporary basis, but is likely to be made permanent in due course on satisfactory performance; in the Pay Band scale of Rs. 9,000 - 40,500/- (PB-4) with entry point minimum pay of Rs. 10,280/- and Grade Pay of Rs. 4,600/- plus usual allowances as admissible under the Rules, minus the amount of gross value of pension and/or other forms of retirement benefits.

Age : - Between 35 years and 45 years on the date of application (Upper age limit is relaxable by 5 years in case of S.C. & S.T. candidates only).

Eligibility :- An applicant must have passed Higher Secondary or its equivalent exam. from a recognised Board/Council/University. He must possess good physique, active habit, pleasant personality and must be a person of integrity. He must have capacity of noting and drafting; and proficiency to speak in English, Bengali and Hindi. Preference will be given to those who possess experience in caretaking/liason/protocol Work.

Mode of Selection :- Interview and/or Written Test.

Each application must be accompanied with a Bio-data containing full service particulars and personal details with supporting documents including the attested copies proving date of birth, educational qualification and caste (if applicable), two recent and identical passport size photographs duly signed by the candidate on the frontal portion of both of it, and one self-addressed envelope (25 cm X 11 cm) with postal stamp of Rs. 25/- affixed thereon.

A candidate furnishing incorrect or false particulars or suppressing any material information, will be disqualified, and, if appointed, shall be liable for dismissal from service.

The application must be submitted in a closed envelope which shall have to reach the undersigned within 4.45 p.m. on or before 19th May, 2012.

Call Letters containing Venue, Date and Time of the Interview and/or Test, will be sent to the candidates who will be considered eligible in terms hereof, by post. Candidates called for the purpose shall have to appear at their own expense.

Dated, Calcutta,
the 20th April, 2012.

R. K. Bag.
Registrar General.