

IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

EMPLOYMENT NOTICE

No. 660 –RG

Dated, Calcutta, the 8th February, 2013.

Applications are invited from the Indian Citizens possessing knowledge in vernacular of the State, for preparation of separate panels for filling up the vacancies in the under mentioned posts. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

- Category No. 1** : **Librarian.**
- Existing Vacancy** : **1 (one) (Gen).**
- Expected Vacancy** : **Nil.**
- Pay Scale** : **Pay Band Scale Rs. 9,000/- - 40,500/-, Grade Pay Rs, 5,400/-, plus other allowances as admissible under Rules.**
- Essential Qualification** : (i) Graduation or Master Degree in any discipline from a recognized University.
(ii) Degree or diploma in Library Science from recognized University.
- Desirable Qualification** : LL.B. Degree and experience of working in a law Library.
- Category No. 2.** : **Assistant Librarian.**
- Existing Vacancy** : **2 (two) (Gen-2)**
- Pay Scale** : **Pay Band Scale Rs. 9,000/- - 40,500/-, Grade Pay Rs, 4,800/-, plus other allowances as admissible under Rules.**
- Essential Qualification** : (i) Graduation or Master Degree in any discipline from a recognized University.
(ii) Degree or diploma in Library Science from recognized University.
- Desirable Qualification** : LL.B. Degree and experience of working in a law Library.
- Category No. 3.** : **Technical Assistant in the Judges' Library.**
- Existing Vacancy** : **3 (three) (Gen-2; S.T. – 1)**
- Pay Scale** : **Pay Band Scale Rs. 7,100/- - 37,600/- (PB-3), (Minimum Pay Rs. 8930/-) Grade Pay Rs, 3,950/-, plus other allowances as admissible under Rules.**
- Essential Qualification** : (i) Graduation in any discipline from a recognized University.
(ii) At least a Diploma in Library Science.
(iii) A Certificate in Computer Application training

from an Institution or repute and satisfactory fingering speed in Computer Operation.

Age : For all posts under Category No. 1 to 3 not less than 18 years and not more than 32 years on the date of application (Upper age limit is relaxable by 5 years in case of Scheduled Caste and Scheduled Tribe candidates only).

Eligible candidates may submit neatly written or typed applications on plain paper of A-4 size (210 x 297 mm) addressed to the Registrar General, High Court, Calcutta, 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) Address {Present & Permanent along with PIN Code} with Telephone/Contact Nos., if any. (7) Essential Qualifications (as required for the particular post applied for), (8) Other Qualifications, if any, (9) Knowledge in Computer, (9) Experience, if any, (10) Whether belongs to S.C. / S.T. / O.B.C., (11) Nationality, (13) I.P.O. No., Date & Amount (14) Signature of the candidate with date.

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

N.B. Statements made under Item Nos, 4, 7, 8, 9, 10 & 11 must be supported by the attested copies of proper documents/certificates.

Each application must be accompanied by (A) Two recent passport size photographs duly signed by the candidates on the frontal portion of the both of the photographs (one to be pasted on the top right hand corner of the application and the other to be stitched with the application), (B) One self addressed envelope (25 cm x 11 cm) with postal stamp of Rs. 40 affixed thereon, (C) Two Character Certificates from two respectable persons, (D) Application Fee of Rs. 200/- (Rs. 50/- for S.C. / S.T. candidates only) by Indian Postal Order, which must be purchased on a date after publication of advertisement, and drawn in favour of the Registrar General, High Court at Calcutta and payable at G.P.O., Calcutta.

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 process, 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.

Mode of Selection : Candidates for Category Nos. 1 to 3, mentioned above, whose applications will be considered to be in order in all respect shall be required to undergo Competitive Test/Interview. Such test/interview will be held in the month of March, 2013.

Admit cards containing Venue, Date and Time of the Test/Interview will be sent to the candidates by Speed Post. Candidates called for Test/Interview shall be required to appear at the relevant Test/Interview at their own expenses. Application fee is not refundable in any case.

Candidates already in service under Govt./ Public Sector Undertakings should apply through Proper Channel. Separate applications must be submitted along with all the documents and the prescribed application fee of Rs. 200/- (Rs. 50/- for S.C./S.T. candidates) by I.P.O. for each category of post, if any candidate intends to apply for more than one category of post.

Incomplete applications/unsigned applications or the applications received without proper application fee, will not be considered.

The Court reserves the right to make short lists of successful candidates in each Category of Post / Service. The Panel(s) so formed shall remain effective for one year from the date of its formation.

In case of any dispute, the decision of the Hon'ble the Chief Justice shall stand final.

Candidates already in service under Govt. / Public Sector Undertakings / High Court, and within the prescribed age-limit, must submit their applications through Proper Channel. No advance-copy of such application will be entertained.

In case of any dispute, the decision of the Hon'ble the Chief Justice shall stand final.

The application must be submitted in closed envelope superscribing thereon the name of the category of post applied for, which shall have to reach the undersigned within 4.45 p.m. on or before **22nd February, 2013**. Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.

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

Haripada Das
Registrar General-in-Charge
High Court, Calcutta