

OFFICE OF THE REGISTRAR
CIRCUIT BENCH OF CALCUTTA HIGH COURT
AT PORT BLAIR

Dated the 19th June, 2019

EMPLOYMENT NOTICE

Online applications are invited from Indian Citizen who possess the requisite qualification for appointment to the following posts, namely (1) Commissioner of Affidavit – one post, (2) Record Keeper – one post and (3) Lower Grade Clerk – one post in the establishment of the Circuit Bench of Calcutta High Court at Port Blair. The appointment will initially be made purely on temporary basis, but are likely to be made permanent.

Recruitment Rules for the post of Commissioner of Affidavit (Unreserved)

1.	Name of the post	Commissioner of Affidavit
2.	Number of post	1 (One)
3.	Classification	High Court Service Class-III
4.	Scale of Pay	PB-1 Rs.5200-20000 with Grade Pay of Rs.2400/- as per Central Civil Service (RP) Rules, 2008 which will be regularized according to revised pay scale at the time of appointment.
5.	Whether Selection post or Non-Selection Post	Selection Post
6.	Age limit for direct recruits	Not applicable
7.	Educational and other Qualifications required	<p><u>Essential</u></p> <p>1. Should have passed Senior Secondary Certificate Examination (XII Std.) or its equivalent.</p> <p>2. Should have five years experience as Lower Grade Clerk in the Circuit Bench of Calcutta High Court at Port Blair/District Court.</p> <p><u>Desirable</u></p> <p>Should have knowledge in Court Proceedings & Knowledge in operating the computer.</p>
8.	Period of probation, if any	In case of recruitment from District Court/Other Govt. Departments, two years on temporary basis and one year on probation.
9.	Method of recruitment whether by direct recruit or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion from the post of Lower Grade Clerk working in the Circuit Bench of Calcutta High Court at Port Blair. If eligible candidates are not available, recruitment will initially be made from the eligible candidates of District Court/Other Govt. Departments on selection-cum-merit basis.

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Recruitment Rules for the post of Record Keeper (Unreserved)

1.	Name of the post	Record Keeper
2.	Number of post	1(One)
3.	Classification	High Court Service Class-III
4.	Scale of Pay	PB-1 Rs.5200-20000 with Grade Pay of Rs.2400/- as per Central Civil Service (RP) Rules, 2008 which will be regularized according to revised pay scale at the time of appointment.
5.	Whether Selection post or Non-Selection Post	Selection Post
6.	Age limit for direct recruits	Not applicable
7.	Educational and other Qualifications required	<u>Essential</u> 1. Should have passed Senior Secondary Certificate Examination (XII Std.) or its equivalent. 2. Should have five years experience as Lower Grade Clerk in the Circuit Bench of Calcutta High Court at Port Blair/District Court. <u>Desirable</u> Should have knowledge in Court Proceedings & Knowledge in operating the computer.
8.	Period of probation, if any	In case of recruitment from District Court/Other Govt. Departments, two years on temporary basis and one year on probation.
9.	Method of recruitment whether by direct recruit or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	Promotion from the post of Lower Grade Clerk working in the Circuit Bench of Calcutta High Court at Port Blair. If eligible candidates are not available, recruitment will initially be made from the eligible candidates of District Court/Other Govt. Departments on selection-cum-merit basis.

Recruitment Rules for the post of Lower Grade Clerk(Unreserved)

1.	Name of the post	Lower Grade Clerk
2.	No. of post	1 (One)
3.	Classification	High Court Service Class-III
4.	Scale of Pay	PB-1 Rs.5200-20000 with Grade Pay of Rs.1900/- as per Central Civil Service (RP) Rules, 2008 which will be regularized according to revised pay scale at the time of appointment.
5.	Whether Selection post or Non-Selection Post	Not applicable
6.	Age limit for direct recruits	18-40 years for general candidates (Relaxable for SC, ST and Physically Handicapped candidates in accordance with the instructions/order issued by the Calcutta High Court from time to time.
7.	Educational and other Qualifications required	<p><u>Essential</u></p> <ol style="list-style-type: none"> Should have passed Senior Secondary Certificate Examination (XII Std.) or its equivalent from a recognized institution. Should qualify in the written examination to be conducted by the duly constituted selection committee of Calcutta High Court. <p><u>Desirable</u></p> <p>Knowledge in Computer Operating and 30 w.p.m. speeds in English Typewriting</p>
	Period of probation, if any	Two years on temporary basis and one year on probation.
9.	Method of recruitment whether by direct recruit or by promotion or by deputation/transfer and percentage of the vacancies to be filled by various methods.	90% direct recruitment and 10% by selection from amongst Group 'D' employees of the Circuit Bench of Calcutta High Court at Port Blair on the basis of the Departmental test.
10.	In case of recruitment by promotion/deputation/transfer, grade from which promotion/deputation/transfer to be made	Selection from amongst Group 'D' employees of the Circuit Bench of Calcutta High Court at Port Blair with 5 years regular service in the grade and possessing the educational qualifications of Secondary School Examination (X Std.) or equivalent passed from a recognized institution.

Eligible candidates may apply on line through 'https://erecruitment.andaman.gov.in' (OR) *E-recruitment link in the 'www.andaman.gov.in'* giving the particulars as per the instructions given for filling the online application.

Mode of Selection:

Candidates whose applications will be considered to be in order in all respects shall be required to undergo competitive test followed by interview as mentioned below:-

For Commissioner of Affidavit

- i) To undergo competitive test in Typewriting in English.
- ii) Candidates selected on the basis of the result of the Typewriting test shall be required to appear in the interview.

For Commissioner of Affidavit

- i) To undergo competitive test in Typewriting in English.
- ii) Candidates selected on the basis of the result of the Typewriting test shall be required to appear in the interview.

For Lower Grade Clerk

- i) To undergo written examination.
- ii) Candidates selected on the basis of the result of the written test shall undergo Typewriting test.
- iii) Candidates selected on the basis of the result of the written test and Typewriting test shall be required to appear in the interview.

Information regarding the Admit Cards containing Venue, date and time of the Test / Interview will be notified to the candidates later on. Candidates called for Test / Interview shall be required to appear at the Test and Interview at their own expenses.

Candidates already in service under Government/ Public Sector Undertakings should upload the No Objection Certificate obtained from his/her employer. Separate applications must be uploaded along with all documents, if a candidate intends to apply for both the posts.

Incomplete application / unsigned application or the application uploaded after due date will not be considered.

Once appointed, matter regarding service, seniority, promotion etc. shall be regulated by the Rules of the Circuit Bench of Calcutta High Court at Andaman and Nicobar Islands.

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

The online applications for the posts of Commissioner of Affidavit and Record Keeper must be uploaded super scribing thereon the name of the post applied for online through '<https://erecruitment.andaman.gov.in>' (OR) *E-recruitment link in the 'www.andaman.gov.in'* giving the particulars as per the instructions given for filling the online application within 12.00 a.m. on or before 20th July, 2019.

The online applications for the posts of Lower Grade Clerk must be uploaded super scribing thereon the name of the post applied for online through '<https://erecruitment.andaman.gov.in>' (OR) *E-recruitment link in the 'www.andaman.gov.in'* giving the particulars as per the instructions given for filling the online application within 12.00 a.m. on or before 05th August, 2019.

Registrar

Circuit Bench of Calcutta High Court
At Port Blair

EMPLOYMENT NOTICE

Online applications are invited from Indian Citizen who possess the requisite qualification for appointment to the posts of one Commissioner of Affidavit, one Record Keeper and one Lower Grade Clerk in the establishment of the Circuit Bench of Calcutta High Court at Port Blair through '**<https://erecruitment.andaman.gov.in>**' (OR) *E-recruitment link in the '**www.andaman.gov.in**'* Detailed employment notice is published in the website of Calcutta High Court, '**www.calcuttahighcourt.gov.in**' and in the website of Andaman & Nicobar Administration through National Informatics Centre at Port Blair '**www.and.nic.in**'.

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