

THE HIGH COURT AT CALCUTTA

APPELLATE SIDE

EMPLOYMENT NOTICE

No. 7612-RG

Dated: 09.12.2019

Applications are invited from Indian Citizens with knowledge in Bengali as well as ability to communicate in Hindi for appointment to the posts of **01(one) Cook** and **01 (one) Helper to Cook** in the **Judges' Guest House at 'Bijan Bhavan', HA-334, Salt Lake, Calcutta – 700 091**, on purely ad-hoc and contractual basis on consolidated salary as mentioned below, for a period of one year for the present.

The service is renewable at the discretion of the Appointing Authority on the basis of satisfactory performance of the candidate and terminable at any time without assigning any reason whatsoever.

Consolidated Salary :

(1) For the post of Cook Rs. 12,000/- per month.

(2) For the post of Helper to Cook Rs. 12,000/- per month.

No other allowances are admissible over and above the consolidated Salary.

Vacancy :

Cook – 1 post, Helper to Cook – 1 post.

Educational Qualification :

For Cook and Helper to Cook – Passed Madhyamik or equivalent examination with knowledge in Bengali and ability to communicate in Hindi.

Age :

Not less than 18 years and not more than 40 years on the date of application. (Upper age limit relaxable by 5 years in case of S.C./S.T. of West Bengal candidates only).

S.C./S.T. candidate of other State would be treated as *unreserved candidate*.

Experience :

For Cook & Helper to Cook – Experience in cooking in any reputed establishment, both Veg. & Non-Veg. items would be preferred.

The selected candidate for the post of Cook and Helper to Cook shall be required to reside in the Guest House Complex for which free single room accommodation will be provided at the premises of the Guest House.

Intending 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, 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 (Self attested photocopy of Madhyamik or equivalent Certificate/ Admit card to be produced)
- (5) Actual age as on the date of application,
- (6) Address (Present and Permanent) with Telephone No., if any,

- (7) Educational Qualifications (self attested photocopy of documents to be produced)
- (8) Experience, if any (For Cook/Helper to Cook),
- (9) Whether belongs to S.C./S.T.,
- (10) Nationality and
- (11) I.P.O. No., Amount and date.

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

Intending candidates shall apply stating full particulars and submit the application to the undersigned alongwith two recent passport size photographs duly signed by the candidate on the frontal portion of both of it (one to be pasted on the top right hand corner of the application and the other to be stitched with the application), Application fee of **Rs. 200/- (Rs. 50/- for SC/ST candidates 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 GPO, Calcutta**, must be produced along with the application. **One self addressed envelope with postal stamp of Rs. 42/- affixed on it must be produced with the application for further communication through post.**

Full signature of the candidate with date must be given at the bottom of the application. Defective/incomplete applications/unsigned application/ applications submitted without proper application fee, will be summarily rejected. The application fee is not refundable in any case.

Selection will be made through the process of Practical Test followed by Interview (Viva-voce). In case of any controversy in the related matters, the decision of The Hon'ble The Chief Justice, High Court, Calcutta shall be final.

The application must be submitted in closed envelope superscribing thereon the name of the category of the post applied for, which shall have to reach the undersigned within **4.45 P.M.** on or before **3rd January, 2020**. 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.gov.in.

Sd/-
Registrar General, High Court
Calcutta

Dated, the 09th day of December, 2019.