

**2020**  
**IN THE HIGH COURT AT CALCUTTA**  
**APPELLATE SIDE**

**No. 839 – A**

**Dated, Calcutta, the 17<sup>th</sup> February, 2020**

**From : Bibhas Ranjan De,**  
**Registrar (Judicial Service),**  
**High Court, Appellate Side,**  
**Calcutta.**

**To:**

- 1) The District Judge of all Districts  
including Andaman & Nicobar Islands**
- 2) The Chief Judge, City Civil Court, Calcutta**
- 3) The Chief Judge, City Sessions Court, Calcutta**
- 4) The Chief Judge, Presidency Small Causes Court, Calcutta**
- 5) The Secretary, Judicial Department, Govt. of West Bengal**
- 6) Director, West Bengal Judicial Academy**

**Sub. : Filling up the post of Additional Registrar (Library) in The Hon'ble  
Supreme Court of India.**

*Sir,*

With reference to the subject captioned above, I am directed to inform that a vacancy circular being No. F.6/2020-SCA (I) dated. 04.02.2020, alongwith its enclosures (Application Format) received from **The Hon'ble Supreme Court of India**, inviting willingness for filling up the post of Additional Registrar (Library), is being **uploaded** in the website of the Hon'ble Court ([www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in)) for information of the officers of West Bengal Judicial Service, fulfilling the eligibility criteria as mentioned therein.

As such, I am to request you to inform the eligible judicial officers to visit the Court's website and download the content and, if willing, to forward their filled in application (in prescribed proforma) alongwith requisites, as sought for, to reach the Hon'ble Court on or before **18.02.2020** for further necessary action in the matter at this end.

Yours faithfully,

SD/=

**Registrar (Judicial Service)**

SUPREME COURT OF INDIA

F.6/Library/2020-SCA (I)  
New Delhi, dated February 4, 2020

VACANCY CIRCULAR

Applications are invited from candidates who fulfill the following qualifications and other eligibility conditions as on 1.1.2020 for selection of suitable candidates for appointment on deputation basis from High Courts to the ex-cadre post of Additional Registrar (Library), Supreme Court Library which is placed in the Level 14 of Pay Matrix with initial basic pay of Rs. 144200/- plus other allowances as admissible under the rules in the Registry of the Supreme Court of India.

Essential Qualification

- (1) A Degree in Law of a university in India recognized by the Bar Council of India or by any State Bar Council for enrollment as Advocate.
  - (2) Master's Degree in Library Science of recognized University.
  - (3) Diploma in Computer Application recognized by AICTE/DOEACC or equivalent or Library Automation Course conducted by National Institute of Science Communication and Information Resources.
  - (4) Knowledge of Computer Operation in Library work. It includes:-
    - (i) Knowledge and experience of working with any standard "Library Automation Software" for House Keeping activities in the library such as cataloging, acquisition and circulation etc.
    - (ii) Knowledge and experience of computerised search both of on-line and off-line databases including of retrieval of desired information through various search engines/processes.
    - (iii) knowledge and experience of any software for developing in-House databases for documentation work.
- Specialised knowledge in:
- (i) Conducting research work regarding legal matters.
  - (ii) Documentation work.
  - (iii) Preparing of bibliography of cases.

**APPLICATION FOR THE EX-CADRE POST OF ADDITIONAL REGISTRAR  
(LIBRARY)  
IN SUPREME COURT OF INDIA**

Affix recent  
passport size  
self-attested  
photograph

1.	Name	
2.	Father's/Husband's name	
3.	Date of birth	
4.	Age as on 1.1.2020 (Year/Months)	
5.	(a) Correspondence address (b) Mobile Number (c) E-mail address	
7.	<b>Essential Qualifications</b> (Please mention clearly against each essential qualification as required in detailed advertisement one by one)	
	1.	
	2.	
	3.	
	4. (i)	
	4. (ii)	

Office/ held Institution/ Organisation	Post	From	To	Scale of Pay	Nature of duties
11.	Any other information				

Place :

Date :

Signature of applicant

**Note: Attach duly self-attested all certificates in support of educational qualification/ experience as shown in the columns of the Application.**