

HIGH COURT, CALCUTTA
EMPLOYMENT NOTIFICATION

No. 964-RG

Dated 19th day of February, 2020

Applications are invited from the serving or retired personnel, belonging to the Defence Services or the Police Services, for recruitment in the non-promotional, residential post of Court Keeper in the High Court at Calcutta. The appointment shall initially be made on purely temporary basis, but is likely to be made permanent in due course of satisfactory performance.

SCALE OF PAY :

Pay-Band (04) of Rs. 9,000- 40500/- (Entry point minimum pay Rs. 10,280/-) with Grade pay Rs. 4,600/- as per existing pay structure. [High Court Services interim (ROPA) Rules, 2009] (Pending revision).

NUMBER OF VACANCY :

01 (One) [Reserved for Scheduled Caste (SC) Candidate of West Bengal only]

AGE :

Between 35 years and 50 years as on 01.01.2020.

ELIGIBILITY :

Applicant must have passed Higher Secondary Examination or its equivalent examination from a recognized 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/liaison/protocol works.

FEES :

Each application must be accompanied by application fees of Rs. 200/- (rupees two hundred 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, Calcutta, and payable at G.P.O. at Kolkata.

MODE OF SELECTION :**PHASE- I (Written test)**

Candidates, whose applications will be found in order, shall be required to undergo a written test of 90 (ninety) marks.

PHASE - II (Interview/Viva-voce)

Top 05 (five) candidates in the merit list of written test (subject to availability) shall be called upon for Interview/Viva-voce, subject to securing minimum 30% marks in the written test. The full marks of Interview/Viva-voce shall be 10 (ten).

APPLICATION :

Eligible 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) Date of Birth, (4) Actual age as on 01.01.2020, (5) Category, (6) Address (Present and Permanent, along with PIN code) with Telephone/Mobile number, (7) Educational Qualification, (8) Other Qualification, (9) Whether retired or in service, (10) If in service, (a) full particulars of service, (b) present employment status (NOC to be attached with the application) (11) If retired, (a) details of service, (b) date of retirement (self attested photocopy of PPO to be enclosed with the application) (12) Nationality and (13) Details of depositing application fees i.e. Indian Postal Order No., Date and Amount.

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

N.B. :- Statements made under Item nos. 3, 5, 7, 8, 10 & 11 above must be supported by the self-attested photo-copies of proper documents/certificates.

Incomplete applications/unsigned applications/applications submitted without proper application-fees and requisite documents/applications received from applicants below 35 years and above 50 years, will be summarily rejected.

No claim for refund of application-fee will be entertained nor will it be held in reserve for any other examination.

ESSENTIAL SUPPORTING DOCUMENTS REQUIRED :-

1. Two recent and identical passport size photographs duly signed by the candidate on the front portion of both (one to be pasted on the top right corner of the application and the other to be stitched/stapled with the application);
2. One self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of **Rs. 42/-** for further communication through registered/speed post.
3. Photocopy (self-attested) of documents in support of date of birth (Madhyamik or equivalent certificate/admit card), educational qualifications (Higher Secondary or equivalent certificate).
4. Photocopy (self attested) of *Scheduled Caste Certificate* (issued by the competent authority of Government of West Bengal).
5. Photocopy (self-attested) of relevant documents relating to particulars of previous service including present service, if any.
6. "No objection certificate" from concerned Employer in case of service-holders, and self-attested photocopy of PPO in case of retired personnel.
7. Indian Postal Order to be enclosed with the application.

SUBMISSION OF APPLICATION:

Every application must be submitted in a closed envelope ***mentioning therein the post applied for on the bottom left corner***, which shall have to reach the undersigned before **4:30 p.m.** on **17.03.2020**. Any application reaching the office after such time shall not be considered, even though the same may have been posted well in advance.

For further announcements, all concerned are requested to follow the Court's website www.calcuttahighcourt.gov.in

Sd/-

Registrar General

Dated, Calcutta, 19th February, 2020