

IN THE HIGH COURT AT CALCUTTA

APPELLATE SIDE

NOTIFICATION

No. 4091 R.G.

Date: 04.11.2020

It is hereby notified for information of all concerned that the Hon'ble Selection Committee, comprising **The Hon'ble Justice Sanjib Banerjee, The Hon'ble Justice Subrata Talukdar** and **The Hon'ble Justice Tapabrata Chakraborty**, has been pleased to fix the date, time & venue of the promotional examinations to fill up the vacancies in the post of Assistant Registrar (Court) and Assistant Court Officer (ACO) through **normal promotion** [from their feeder posts, namely; Assistant Court Officers (ACO) & PA/Stenographer Grade- A, respectively] as well as through **jump promotion [25% of the vacancy]** (strictly on merit) from among the willing & eligible PA/Stenographer Grade- A and PA/Stenographer Grade- B, respectively, as follows:-

Assistant Registrar (Court) -

Date	Dictation Phase			Transcription Phase		
	Venue	Accommodation of candidates (as per seniority list)	Time	Venue	Accommodation of candidates (as per seniority list)	Time
November 28, 2020	Court Room No. 11	PA/Stenographer (Grade - A) serial nos. 1 to 15	11:00 AM onwards	Assistant Registrars' Room No. 1 (2 nd Floor, Main Building, High Court, Calcutta)	PA/Stenographer (Grade - A) serial nos. 1 to 15	11:30 AM onwards
	Court Room No. 12	PA/Stenographer (Grade - A) serial nos. 16 to 18 + Assistant Court Officer (ACO) Sl. Nos. 1 to 19	11:15 AM onwards	Assistant Registrar (CR) Department [Original Side], (2 nd Floor, Main Building, High Court, Calcutta)	PA/Stenographer (Grade - A) serial nos. 16 to 18 + Assistant Court Officer (ACO) Sl Nos. 1 to 19	11:45 AM onwards
	Court Room No. 08	Assistant Court Officer (ACO) Sl. Nos. 20 to 41	11:30 AM onwards	Assistant Registrars' Room No. 1 (2 nd Floor, Main Building, High Court, Calcutta)	Assistant Court Officer (ACO) Sl. Nos. 20 to 41	12:00 PM onwards

Assistant Court Officer (ACO)-

Date	Dictation Phase			Transcription Phase		
	Venue	Accommodation of candidates (Grade Wise)	Time	Venue	Accommodation of candidates (Grade Wise)	Time
November 29, 2020	Court Room No. 12	PA/Stenographer (Grade - A)	11:00 AM onwards	Assistant Registrar (CR) Department [Original Side], (2 nd Floor, Main Building, High Court, Calcutta)	PA/Stenographer (Grade - A)	11:30 AM onwards

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November 29, 2020	Court Room No. 08	PA/Stenographer (Grade - B)	11:20 AM onwards	Assistant Registrars' Room No. 1 (2nd Floor, Main Building, High Court, Calcutta)	PA/Stenographer (Grade - B)	11:50 AM onwards
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The guidelines of the said examination as well as the model transcribed sheet, as approved by the Hon'ble Committee, are attached herewith in two separate sheets for information of all candidates.

All candidates are directed to follow the guidelines applicable on the dates of examination regarding Covid - 19 pandemic.

This is issued in continuation with the earlier notice dated 01.10.2020.

Dated: Kolkata 4th November, 2020.

**Sd/-
Registrar General**

Guidelines for Candidates

Dictation phase

1. Candidate is to write his/her name (with designation) and to sign at the end of the used portion of his/her Shorthand book.
2. No candidate will be allowed to consult with other candidate or with any other person during Dictation & Correction phase. Violation of this guideline will expose a candidate towards cancellation of his/her candidature.
3. Candidate must submit his/her Shorthand book (or used portion thereof) after completion of transcription-phase along with his/her transcribed sheet.

Transcription phase

- 1) This is a model of transcription-sheet, which is to be provided to all the candidates.
- 2) Candidate is to transcribe the dictated passage and to sign (with designation) on the top (space provided) of each and every transcribed-sheet.
- 3) Candidate must put his/her signature at the end of the used portion (last page) of his/her Transcribed-sheet in addition to signing the said page at the top.
- 4) Transcription font must be in Bookman Old Style.
- 5) The font size must be 12
- 6) There must be double line space between two lines.
- 7) There must be at least 1 cm spacing (indent) at the beginning of first line of each paragraph.
- 8) No candidate would be allowed to leave the transcription-room without submitting his/her transcribed-sheet and shorthand book.
- 9) No candidate will be allowed to consult with other candidate or with any other person during Transcription phase. Violation of this guideline will expose a candidate towards cancellation of his/her candidature.

4.5 cm

Designation_____
Signature of the candidate**SAMPLE COPY OF TRANSCRIBED-SHEET**

← 2 cm →

← 4 cm →

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Signature of Invigilator
(with total nos. of pages used).

↑ 2.5 cm ↓