

High Court Calcutta.
Appellate Side

EMPLOYMENT NOTICE

No. 1120– RG

Dated, Calcutta, 19th day of March, 2018.

Applications are invited from the Indian citizens, for preparation of a panel for filling up the 2 (two) vacancies (existing & expected) in the post of *Mali* in the Pay Scale Rs.4,900/- - Rs.16,200/- (PB-I) and GP-Rs.1,700/- and other allowances as admissible under the Rules. The appointment will initially be made on purely temporary basis but is likely to be made permanent.

No. of Vacancies :-

| Category | Number of Post |
|----------------------------|----------------|
| Scheduled Tribe | 01 |
| Unreserved (Ex-Serviceman) | 01 |

Essential Qualification :-

- A pass in the Class- VIII standard from School/ Institution affiliated under a recognized Council/ Board;
- Having at least 3 (three) years experience working as a “Mali” in any Organization/ Institution;

Age – Not less than 18 years and not more than 40 years as on 1st day of January, 2018 (Upper age limit is relaxable by 5 years in case of S.T. candidates of West Bengal only and for Ex-Serviceman candidates age relaxation will be given as per existing rules).

N.B.: The ST candidates of other States shall be treated as Unreserved candidates and, if applied, will be rejected summarily. Candidates of Ex-Serviceman category may apply directly also.

Fees : Each application for ST candidates shall be accompanied by application fees of Rs. 75/- and each application belonging to Unreserved (Ex-Serviceman) category, applying directly, shall be accompanied by an application fees of Rs. 150/- payable 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, payable at G.P.O. Kolkata.

For the Unreserved (Ex-Serviceman) category candidates, whose names are sponsored need not to submit any application fees.

Application Form :

Eligible candidates may download the application form annexed herewith.

N.B. :- Incomplete applications / unsigned applications / applications submitted without proper application fees, will be summarily rejected. The application fee is not refundable in any case.

Essential Supporting documents required :- (1) Two recent and identical passport size coloured 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. 5/- affixed thereon. (3) Photocopy of self-attested documents in support of date of birth, educational qualifications and Caste Certificate (if applicable) (4) For Ex-Serviceman candidates only self attested photocopy of Certificate of discharge, Ex-Serviceman Identity Card and Employment Exchange card issued by Zila Sanik Board, Government of West Bengal (5) Original Certificate regarding 3 (three) years experience working as Mali in any Organization/ Institution and (6) Indian Postal Order to be enclosed with the application.

Mode of Selection:- Candidates whose applications are found in order in all respects, shall be required to face Skill Test & Interview.

Admit cards containing Venue, Date and Time of the Test/Examination will be sent to the candidates by post. Candidates called for Test/Examination shall be required to appear at their own expenses.

Admission to the test/ examination venue will be deemed provisional, subject to verification and determination of the candidate's eligibility and suitability in all respects. If at any stage of the process, a candidate is found to be ineligible for admission to the test in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

A candidate who remains absent at any stage of examination, is liable to forfeiture of his candidature.

In case of any dispute, the decision of the Hon'ble the Chief Justice shall be final.

Candidates already in service under Government/ Public Sector Undertakings/ High Court, and within the prescribed age-limit must submit their applications through Proper Channel.

Submission of Application: Every application must be submitted in a sealed envelope mentioning therein the category and the post applied for, which shall have to reach the office of the undersigned within 4:30 p.m. of April 20, 2018. 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 information, all concerned are requested to follow the Court's website www.calcuttahighcourt.nic.in.

Sd/-

Dated, Calcutta, the 19/03/2018.

Registrar General

HIGH COURT AT CALCUTTA.

APPLICATION FORMAT.

To,
The Registrar General,
High Court, Calcutta.

Paste recent
coloured
passport size
photograph and
sign across the
photograph

1. (a) Name of the Post applied for: MALI
(b) Employment Notice No. : _____
2. Name of Candidate in full (Capital Letters) : _____
3. i) Father's name : _____
or
ii) Husband's name (if married) : _____
4. Date of Birth (as per the certificate issued by the school authority/ or any Govt. Institution / Organization) : _____
5. Age as on 01.01.2018: YY MM DD 6. Sex: (Male/Female): _____
7. Caste (enclose self attested photocopy of caste certificate): _____
8. Are you a Govt. Servant (Yes/ No) : _____ (If yes, state details): _____
9. Present postal address along with PIN and Mobile Number (Capital Letters): _____

10. Permanent Address (Capital Letters): _____

11. Do you belong to Ex-Serviceman category? (If yes, enclosed self attested photocopy of Registration Certificate issued by the proper authority): _____
12. Educational Qualification: (Enclose self attested photocopies of certificates):

| Name of last Exam. Passed | Name of Institution/ School | Division or Class | Year of Passing | Percentage of marks obtained |
|---------------------------|-----------------------------|-------------------|-----------------|------------------------------|
| | | | | |
| | | | | |

13. Working Experience, if any:

Mention the following details:

| Name of post held | Name of Organization/ Institution | Description of Work | Duration of Service |
|-------------------|-----------------------------------|---------------------|------------------------|
| | | | From: Upto: |
| | | | Total duration: |

14. Mode of payment:

(a) IPO of Rs. _____ No. _____ Date _____ payable at G.P.O Calcutta

(b) Name of the issuing Post Office with address: _____

15. List of documents enclosed:

i)

ii)

iii)

iv)

v)

vi)

DECLARATION

I, do hereby declare that

(a) all statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event any information being found false/wrong/incorrect or any ineligibility being detected at any stage, before or after selection, my candidature will stand cancelled.

(b) (Only for Candidates serving under Govt. / Statutory Body/ Govt. Undertaking) I have informed the Head of my Office/Department in writing that I am applying for this post and I am annexing the "No Objection Certificate" (NOC) issued by my employer.

**Strike out if not applicable.*

Dated:

Place:

(Signature of the candidate in full)