

CALCUTTA HIGH COURT LEGAL SERVICES COMMITTEE**E M P L O Y M E N T N O T I C E****No. CHCLSC/EMP/01****Dated, Kolkata, The 2nd July, 2021**

Applications are invited from Indian citizens with knowledge of Bengali as well as ability to communicate in English and Hindi for appointment to the post of **01 (One) Coordinator** 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 while the same is also terminable at any time without assigning any reason whatsoever.

Name of the post :

Coordinator

Nature of work :

- Documentation with regard to legal aid helpline, advice rendered to legal aid seekers, duty rosters, updating of legal aided cases;
- Handling correspondence;
- Managing consultations between a legal aid seeker and assigned panel advocate;
- Informing legal aid seekers about the status of their applications, court cases;
- Ensuring and maintaining seamless flow of information between legal services clinics and front offices.

Consolidated Salary :

35,000/- (Rupees thirty five thousand) only per month.

No other allowance is admissible over and above the consolidated salary.

Essential Qualification :

Candidate must have a Bachelor's Degree in Law from any recognised University. Experience of working in the field of law will get preference.

Age :

Not less than **25 years** and not more than **40 years** as **on the 1st day of June, 2021.**

Date of Birth as recorded in the Madhyamik or equivalent certificate/Admit Card will only be accepted.

Application Form :

Intending candidates may submit neatly handwritten or typed applications on plain paper of legal size (8.5" x 14.0"), addressed to the Secretary, Calcutta High Court Legal Services Committee, giving particulars as under –

- i) Full Name of the Candidate (In capital letters)
- ii) Father's / Husband's Name

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- iii) Name of the Post applied for
- iv) Date of Birth (self attested photocopy of Madhyamik or equivalent certificate/Admit Card shall accompany the application)
- v) Actual age as on 01.06.2021
- vi) Address (present and permanent) with mobile number and email ID/address (Mandatory)
- vii) Educational qualification (self attested photocopies of necessary documents shall accompany the application)
- viii) Experience, if any, with nature of activities performed (self attested photocopies of certificate of experience shall accompany the application)
- ix) Nationality

Intending candidates may also download their application formats (**Annexure-I**) from the website of the Calcutta High Court (www.calcuttahighcourt.gov.in) and the filled up format may be sent by post or be delivered by hand to the Office of the Calcutta High Court Legal Services Committee, (Ground floor), Centenary Building, High Court, Calcutta, 3, Esplanade Row West, Kolkata – 700001.

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

Essential Supporting documents required:-

1. One recent passport size photograph duly signed by the candidate to be pasted on the top right corner of the application format.
2. One self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of **Rs. 45/-** affixed on it together with another recent passport size photograph duly signed by the candidate (for communication through registered/speed post from this end).
3. Self-attested photocopies of documents in support of Date of birth (Madhyamik or equivalent certificate/admit card).
4. Self-attested photocopies of educational qualifications (10th standard, 12th standard, B.A LL.B/LL.B) and other qualification, if any.
5. Self-attested photocopies of Experience Certificate in the field of Law, if any.
6. “No objection certificate” from concerned Employer in case of service-holder(s).

Last Date of submission of filled-up Application Form :-

Up to 04.45 P.M. on 20.07.2021

Incomplete applications/unsigned applications/applications submitted without proper signature or requisite documents will be summarily rejected without prior intimation/notice. No further communication, in this regard, will be entertained.

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Mode of Selection :

Walk-in-Interview

Submission of Application :

Every application must be submitted in a closed envelope ***mentioning therein the post applied for on the top***, which shall have to reach the office of the undersigned (1st Floor, Main Building, High Court, Calcutta) **latest by 04.05 P.M. on 20.07.2021**. Any application reaching the office after such date & 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/-

Secretary

Calcutta High Court Legal Services Committee