

HIGH COURT AT CALCUTTA
ORIGINAL SIDE

EMPLOYMENT NOTICE

NO. 02-R/ARCR/HCOS/2021

Dated : Calcutta, the 17th day of September, 2021

Applications are invited from Indian citizens possessing knowledge in the vernacular of the state for preparation of a panel for filling up the 14 (fourteen) vacancies in the post of Assistant Registrar (Court Recording), High Court, Original Side. The appointment will initially be made on purely temporary basis but are likely to be made permanent.

1. Classification of Vacancies:

Categories of Vacancies	No. of existing vacancies
Unreserved	1
Unreserved (E.C.)	4
Scheduled Caste	2
Scheduled Caste (E.C.)	1
Scheduled Tribe	2
OBC Category-A	1
OBC Category-A (E.C.)	1
OBC Category-B (E.C.)	1
Unreserved (Person with disabilities having low vision)	1
TOTAL	14

2. Scale of Pay:

The corresponding Pay Matrix Level under the West Bengal Services (Revision of Pay & Allowance) Rules, 2019 adopted on interim measure by the Hon'ble Court is Pay Matrix Level 16 (Rs. 56,100 – 1,44,300) with Minimum Pay of Rs. 57,800/- with a Special Allowance of Rs. 200/- per month.

3. Age :

Not less than 18 years and not more than 32 years as on 1st Day of January, 2021 (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates of West Bengal only). In case of Persons with Disabilities, the upper age limit is relaxable upto 45 years. **Age as recorded in the Madhyamik or equivalent Admit Card/ Certificate will be accepted only.**

Upper age limit for the employees of the High Court, other Courts and Government who will apply through proper channel shall be 40 years, on condition that the candidates had joined his/ her initial appointment prior to attaining the age of 32 years in terms of provisions of the West Bengal Services (Raising of Age Limit) Rules, 1981, which has been duly accepted and adopted by the High Court at Calcutta by way of amendment of the Calcutta High Court Service Rules, 1960 vide Notification No. 1609 (A-G) dated 29th March, 2013.

The name of the eligible candidates belonging to UR (EC)/ SC (EC)/ OBC (A) (EC)/ OBC (B) (EC) categories will be called from the Directorate of Employment, Labour Department, Govt. of West Bengal.

N.B. Candidates belonging to UR (EC)/ SC(EC)/ OBC-A(EC)/ OBC-B(EC) categories may also apply directly for the above mentioned post on depositing required examination fees.

The SC/ST/OBC (A)/OBC (B)/UR (EC)/ SC (EC)/ OBC (A) (EC)/ OBC (B) (EC) of other states shall be treated as Unreserved category candidate.

Persons with low vision means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for the planning or execution of a task with appropriate assistive device and such person can apply for the post reserved for person with disability of low vision, but the benefit of such reservation will be given to the candidates with disabilities (low vision) of at least 40% (forty percent) and above and their upper age limit will be relaxable upto 45 years.

Any person with such disabilities will be directed to furnish his/her self-attested photocopy of Disability Certificate in prescribed form in support of his/ her claim, issued by a competent authority as per provisions of the West Bengal Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by a **Medical Board constituted at any Government Medical College Hospital, District Hospitals or Sub-divisional Hospital.**

4. Educational Qualification/ Essential Qualification :

Candidates for the post must have completed Graduation from the Calcutta University or an equivalent examination of a statutory Indian or other University and/ or Institution and must possess knowledge of vernacular of the State of West Bengal as well as good knowledge of the English language with basic knowledge of Computer application. They

should be able to take down depositions of witnesses, judgments, orders, etc. in 'shorthand' at a speed of at least 160 words per minute and in typewriting at the rate of at least 40 words per minute with aid of a computer accurately, as far as practicable. The selection shall be made on the basis of a competitive test.

5. Examination Fees :

The following Examination Fees are required to be paid by the candidates who are applying directly :

Category	Fees (Non-Refundable)
S.T./ S.C.	Rs. 400/-
All other categories of candidates mentioned in the classification of vacancies (under Point 1)	Rs. 800/-

Mode of payment of Examination Fees :

By Indian Postal Order which must be purchased on a date after publication of advertisement and drawn in favour of the **“Registrar, Original Side, High Court, Calcutta”** and payable at **G.P.O. at Calcutta.**

No fees need to be paid by the candidate belonging to Exempted Categories whose names will be sponsored by the appropriate authority/ authorities.

Essential Supporting documents required :-

- i.** Three (03) recent and identical passport size photographs duly signed by the candidate on the front portion (one to be pasted on the top right hand corner of the application form and the other two to be stitched/stapled with the application);
- ii.** One self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 45/- for further communication through registered/speed post.
- iii.** Photocopy (self-attested) of documents in support of date of birth (Madhyamik or equivalent certificate/admit card),
- iv.** Photocopy (self-attested) of educational qualifications (10th standard, 12th standard, Graduation) & others qualifications (if any).
- v.** Photocopy (self-attested) of any certificate in regard to knowledge in computer, if any.

- vi.** Photocopy (self-attested) of Caste Certificate, in case of candidates desiring 'caste-reservation'.
- vii.** Photocopy (self-attested) of **uptodate** Identity Card issued from the Labour Deptt. Govt. of West Bengal (Employment Exchange Card) in case of candidates belonging to Exempted Category.
- viii.** In case of service under Government undertaking/ public sector undertakings/ High Court, "No objection certificate" from concerned Employer, and
- ix.** Indian Postal Order as mentioned above in point 5 to be enclosed with the application.

N.B. Incomplete applications, unsigned applications and applications not accompanied with proper examination fees/self-addressed envelope with proper postal stamps/ documents in support of Date of Birth/ Caste Certificate (if any) / Insufficient self-attested photographs / required educational certificate/ absence of proper certificate in support of Person with Disabilities with Low Vision (in case of Person with Disabilities with Low Vision) will be summarily rejected.

Mode of Selection :

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

Candidates, whose applications will be found in order in all respect, shall be required to undergo the following selection tests (**Phase I & Phase II**).

Phase I

The candidates shall be required to undergo a test in shorthand at the speed of **160 words per minute for 3 minutes**. Full marks of the test is 480.

After completion of the above mentioned time the candidates will have 50 (fifty) minutes time for **correction of outlines (if any)** and **transcription of the dictated passage** in their own handwriting.

Phase II

Candidates securing 40% marks (i.e. 192 marks out of 480 marks) in Phase-I test will be called for appearing in Phase-II test.

In this phase the candidates shall be required to undergo a test in shorthand at the speed of **160 words per minute for 5 minutes**. Full marks of the test is 800.

The candidate will be given a further time of **10 (ten) minutes** immediately after the completion of the dictation for verification of the outlines.

After completion of the above mentioned time the candidates have to transcribe the dictation passage **with the aid of computer** within **20 (twenty) minutes**.

A panel of provisionally selected candidates shall be prepared and the same shall stand lapsed on expiry of one year from the date of its notification or on filling up the notified vacancies, whichever is earlier.

In case of any dispute, the decision of the Hon'ble the Chief Justice/the Hon'ble the Chief Justice (Acting), High Court at Calcutta, shall be final.

Submission of Application :

Application must be submitted in a closed envelope **mentioning therein the category and the post applied for on the bottom left corner**, which shall have to reach the office of the undersigned **within 4.30 p.m. on or before October 08, 2021 (Friday)**.

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 announcement, all concerned are requested to follow the Calcutta High Court official website, i.e. <http://www.calcuttahighcourt.gov.in>

Sd/-
**Registrar (Original Side),
High Court, Calcutta.**