

THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

EMPLOYMENT NOTICE

No. 76 – RG.

Dated, the 16th January, 2014.

Applications are invited from the Indian citizens possessing knowledge in the vernacular of the State, for preparation of a panel for filling up the existing and expected vacancies mentioned below, in Group – D posts, viz., Farash/Peon/Orderly/Barkandaz/Darwan/Night Guard/Cleaner, in the Original Side & Appellate Side Establishment, High Court at Calcutta & West Bengal Judicial Academy, Kolkata, in the Interim Revised Pay Band Scale of Rs. 4900/- - Rs. 16200/- (PB-1) with Grade Pay Rs. 1700/- along with other allowances as admissible under the relevant Rules. The appointment will initially be made on purely temporary basis but is likely to be made permanent.

[Total Number of Existing and Expected Vacancies (till 31.12.2014) – 70].

Category	Number of Vacancy
Unreserved	19
Unreserved (EC)	09
Unreserved (Ex-serviceman)	05
Unreserved (Meritorius Sports person)	01
Unreserved (Persons with disabilities)	01
Scheduled Caste	07
Scheduled Caste (EC)	07
Scheduled Caste (Ex-serviceman)	01
Scheduled Tribe	03
Scheduled Tribe (EC)	03
Scheduled Tribe (Ex-serviceman)	01
O.B.C (A)	05
O.B.C (A) (EC)	01
O.B.C (A) (Ex-serviceman)	01
O.B.C (B)	03
O.B.C (B) (EC)	02
O.B.C (B) (Ex-serviceman)	01

Eligibility Criteria for the post :

- (i) Age not less than 18 years and not more than 40 years as on 1st (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates of West Bengal and in case of Physically Handicapped candidates).

The names of the eligible candidates belonging to Exempted category and Ex-Serviceman category will be called for from the respective authority /authorities.

Candidates of Exempted Category and Ex-serviceman Category need not be apply directly since their names are to be forwarded from the respective authority/authorities.

The following categories of sportsmen shall be considered Meritorious:

- (a) Sportsmen who have represented a State or the Country in a National or International, State competition in any of the games/sports.
- (b) Sportsmen who have represented their Universities, in the Inter-University Tournaments conducted by the Inter-University Sports Board in any of the games/sports.
- (c) Sportsmen who have represented the State Schools Teams in the National Sports/games for schools conducted by the All India School Games Federation in any of the games/sports.

NB: The SC/ST/OBC candidates of other States shall be treated as General Candidates.

- (ii) Must have passed Class – VIII. However, **Graduate candidates are not entitled to apply – applications of such candidates will be summarily rejected.** (The intending candidate, along with his/her application for the post, shall have to submit a declaration in the following format that he/she is not a graduate. If, at any stage, even he/she is appointed in terms of the instant notification, it is found that he/she has completed graduation on or before the date of publication of the instant Employment Notice, his/her candidature shall be cancelled without making any further reference to him/her).
- (iii) Must have knowledge of reading and writing in Bengali and English.

In tune with the order passed and guidelines fixed by the Hon'ble Division Bench in APOT 94 of 2011, the Badli Workers of the High Court at Calcutta are entitled to submit applications offering candidature in terms of the instant Employment Notice, along with the prescribed Application Fee of Rs. 200/- (Rs. 50/- in case of S.C. / S.T. candidates only), in condonation of the criteria with regard to age and qualification as notified in the instant Employment Notice.

Eligible candidates may submit neatly hand-written or typed applications with self attested copies of certificates and testimonials etc., addressed to the Registrar General, High Court, Calcutta – 700 001, giving particulars as under :-

(1) Full name of the candidate (in capital letters), (2) Father's/Husband's Name, (3) Name of the post applied for, (4) Date of Birth, (5) Address (Present and Permanent, along with Pin Code No.) with Telephone No., (6) Educational Qualification, (7) Other Qualification, if any, (8) Whether belongs to Unreserved (including the S.C. / S.T. / O.B.C. candidates of other States) / S.C. or S.T. or O.B.C. of the State of West Bengal (Attach attested copy of supporting document), (9) Whether belongs to Meritorious Sports Person/Persons with disability(disabilities) (Attach attested copy of supporting document), (10) Whether working as the Badli Worker of the High Court at Calcutta, (11) Nationality (12) Details of depositing applications fees by giving Bank Branch Name, Journal No., Amount and date (Attach counter part of the Office Copy of the Fees depositing receipt) (Not needed in case of the candidates whose names have been sponsored by the authority/authorities concerned).

N.B. : Statements made under items nos. 4,6,7, 8 and 9 above must be supported by self attested photocopies of proper documents/certificates.

Fees: Candidates must enclose with their application copy of Bank Challan for depositing Rs. 200/- + Rs.12/- as Bank Charges/Processing Fees. (Rs. 50/- + Rs.12/- as Bank Charges/Processing Fees for S.C./S.T. of West Bengal candidates only). Bank Challan may be downloaded from the Hon'ble Court's website and deposited on or before the last date of submission of application to any branch of United Bank of India.

Each application must be accompanied by :- (1) Two recent and identical passport size photographs (one to be pasted on the top right hand corner of the application and the other to be stitched/stapled with the application); (2) Self attested documents in support of date of birth, educational qualifications, Other Qualification, if any, Caste and specific claim for other merit and disabilities etc. (in case of the candidates belonging to S.C./ S.T./ O.B.C./ E.C./Ex-Serviceman/Meritorious Sports Person/Person with Disabilities); (3) One self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 5/- affixed thereon; (4) Office copy of Bank Challan to be enclosed with the application.

Full signature of the candidate with date must be given at the bottom of the application and at the top of the right hand corner just below the affixed photograph. Incomplete applications / unsigned applications / applications submitted without proper application fee, will be summarily rejected. The application fee is not refundable in any case.

Mode of Selection :- Candidates whose applications will be considered to be in order in all respect, shall be required to undergo a competitive written test consisting of a multiple choice objective-type paper comprising of questions in Arithmetic, General Knowledge, General Intelligence and English, with full marks of 100. Candidates selected and short listed in order of merit, shall be required to appear at a further test for selection.

Admit cards containing Venue, Date and Time of the Test will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for Test shall be required to appear at their own expenses.

Candidates already in service under Govt./Public Sector Undertakings, and within the prescribed age limit, must submit their applications through Proper Channel. No **Advance Copy** shall be accepted.

Admission to the test/examination will be deemed provisional, subject 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 in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

In absence of any stage of examination his/her candidature will be cancelled.

A Candidate furnishing incorrect or false particulars or suppressing material information, will be disqualified, and if appointed, shall be liable for dismissal from service.

The Court reserves the right to offer appointment to the selected candidate on either the Appellate Side or the Original Side or the West Bengal Judicial Academy and not according to the preference/option given by an applicant. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules of the particular Side/West Bengal Judicial Academy in which he/she will be appointed.

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

The application must be submitted in closed envelope, superscribing thereon the particular post applied for along with the category, to the undersigned within 4:45 P.M. on or before 1st March, 2014. Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.

For further announcement all concerned are requested to visit Court's website www.calcuttahighcourt.nic.in

Sd/-

(MIR DARA SHEKO)
Registrar General

To,
The Registrar General,
High Court at Calcutta.

Photo
Signature of Candidate

Ref : Employment Notice No. 76-RG.

Dated, 16th Janyary, 2014.

1. Full name of the candidate (in capital letters) :
2. Father's/Husband's Name :
3. Name of the post applied for :
4. Date of Birth (Attach attested copy of Madhyamik or equivalent Certificate/Admit Card) :
5. Address
(a) Present (with PIN Code) :
(b) Permanent with PIN Code :
© Telephone / Mobile No. :
6. Educational Qualification (Attach attested testimonials) :
7. Other Qualifications, if any :
8. Whether belongs to Unreserved (including the S.C. / S.T. / O.B.C. candidates of other States) / S.C. or S.T. or O.B.C. of the State of West Bengal. (Attach attested copy of supporting document) :
9. Whether belongs to Meritorious Sports Person/Persons with disability (disabilities). (Attach attested copy of supporting document) :
10. Whether working as the Badli Worker of the High Court at Calcutta.
11. Nationality :
12. Details of depositing applications fees by giving Bank Branch Name, Journal No., Amount and date. (Attach counter part of the Office Copy of the Fees depositing receipt) (Not needed in case of the candidates whose names have been sponsored by the authority/authorities concerned).

Declaration of the Candidate

I, hereby declare that,

(a) all statements made in this application are true, complete and correct to the best of knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled,

(b) I am not a graduate. If, at any stage, even I am appointed in terms of the instant notification, it is found that I have completed graduation on or before the date of publication of the instant Employment Notice, my candidature will be cancelled without making any further reference to me.

(c) {only for candidates, service under Government} I have obtained “no objection” certificate from my Appointing Authority in writing. [Strike out the portion (c), if not applicable.]

Yours faithfully,

Date :

Place:

(FULL SIGNATURE OF THE CANDIDATE)

Enclos :

HIGH COURT AT CALCUTTA		HIGH COURT AT CALCUTTA		HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	BANK COPY	PAY-IN-SLIP	CANDIDATE'S COPY	PAY-IN-SLIP	TO BE ENCLOSED WITH THE APPLICATION
(Last date to remit the money 01.03.2014)		(Last date to remit the money 01.03.2014)		(Last date to remit the money 01.03.2014)	
Application for the post of Group 'D'.		Application for the post of Group 'D'.		Application for the post of Group 'D'.	
UNITED BANK OF INDIA Payable at all Branches of UBI in India		UNITED BANK OF INDIA Payable at all Branches of UBI in India		UNITED BANK OF INDIA Payable at all Branches of UBI in India	
Paid in to the Credit of the Registrar (Administration), High Court at Calcutta, Appellate Side		Paid in to the Credit of the Registrar (Administration), High Court at Calcutta, Appellate Side		Paid in to the Credit of the Registrar (Administration), High Court at Calcutta, Appellate Side	
SB A/c No. 0091010402088		SB A/c No. 0091010402088		SB A/c No. 0091010402088	
Name and address of the Candidate	:	Name and address of the Candidate	:	Name and address of the Candidate	:
Date of Birth	:	Date of Birth	:	Date of Birth	:
Community	:	Community	:	Community	:
(a) Examination Fee	:	(a) Examination Fee	:	(a) Examination Fee	:
(b) Bank Charge Rs.	:	(b) Bank Charge Rs.	:	(b) Bank Charge Rs.	:
	12.00		12.00		12.00
Total Rs.	:	Total Rs.	:	Total Rs.	:
(Rupees _____)		(Rupees _____)		(Rupees _____)	
Signature of the Depositor	:	Signature of the Depositor	:	Signature of the Depositor	:
Date of Deposit	:	Date of Deposit	:	Date of Deposit	:
Branch Name	:	Branch Name	:	Branch Name	:
Sol ID	:	Sol ID	:	Sol ID	:
Journal No.	:	Journal No.	:	Journal No.	:
Signature of Bank Authority with Bank Stamp and date	:	Signature of Bank Authority with Bank Stamp and date	:	Signature of Bank Authority with Bank Stamp and date	: