

2013
IN THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

N O T I F I C A T I O N

No. 4060 –RG.

Dated, Calcutta, the 7th October, 2013.

I

It is for general information of all concerned that the Procedure for selecting Court Managers, Examination Pattern, Syllabus for Court Manager Position, Interview Stage and General Guidelines is hereby published, in tune with the Employment Notification No. 2125–RG dated 6th June, 2013, published in the Court’s website :-

Procedure for selecting Court Managers, Examination Pattern, Syllabus for Court Manager Position, Interview State and General Guidelines.

“PROCEDURE FOR SELECTING COURT MANAGERS :

The applications that will be received in response to the advertisement for the position will be screened against the eligibility criteria specified in the advertisement.

Those applicants who are eligible for the position will be called for written examination followed by interview by a panel of experts for testing candidate’s suitability for the position. Only those candidates will be called for the interview stage who have obtained the minimum cut-off marks in the written examination. The cut-off will be decided on percentile basis for the written examination.

EXAMINATION PATTERN AND SYLLABUS FOR COURT MANAGER POSITION

This notice provides in detail the particulars of the written examination for the position of Court Managers. The examination aims to test the pre-requisite knowledge, skill and general aptitude for the position. The examination pattern considers the eligibility requirements of education and experience and the job description for the position.

The examination will constitute four sections as described below :

Objective Part

The format for sections A and B described below will be Multiple Choice type where following each statement / question there will be 3-4 choices and only one of these will be correct. The candidate will be tick marking the correct choice with a ball point pen in the space provided against each choice.

A) *Management Knowledge : This section aims to test the Management knowledge of the candidates as they possess Masters in Business Administration degree. The test is designed to test the basics of various management streams that candidates are*

assumed to have been exposed at the MBA level. The streams which will be tested in this section include basics of financial and cost accounting, operations management, management information system and information technology, statistics for management, and human resource management and organization behaviour.

B) **General Aptitude :** The general aptitude section will focus on testing candidate's aptitude on quantitative analysis, data analysis and interpretation, logical reasoning, English language proficiency and general awareness on social economic and political issues. The pattern and degree of difficulty for this section is same as for a typical management education entrance examination. The knowledge of mathematics at 10+2 level is sufficient to do well in quantitative sections. The English proficiency section will test the degree of awareness the candidate has on contemporary national and international economic, social and political.

English writing and basic computer Skill test.

C) **English Writing Skills :** This section will include test of candidate's proficiency in writing formal official letters, writing précis and opinion pieces on general topics in English language. The candidate will be required to write and format official letter in the word document in the desktop and save the answer file. This letter will be evaluated both for content and format. The précis and opinion letter will be written with a pen in limited space provided for the purpose in an answer sheet.

D) **Proficiency in Excel and Power-Point :** The candidate will be asked to apply some basic features of Excel spreadsheet on data given in a file. The worked file will be saved. They will also be required to make a very short power-point presentation (maximum 4 slides) of a written document provided to them as the instructions given therein. The worked file be saved.

This section-wise allowed time and allocation of maximum marks is given below :

<i>Section</i>	<i>Time allotted</i>	<i>Max Marks</i>
<u>Objective Part</u>		
<i>Management Knowledge</i>	<i>60 minutes</i>	<i>100</i>
<i>General Aptitude</i>	<i>30 minutes</i>	<i>50</i>
<i>Break</i>	<i>15 minutes</i>	
<u>English Writing and computer test</u>		
<i>English writing Skills including word doc</i>	<i>60 minutes</i>	<i>50</i>
<i>Computer Proficiency (Only excel and power-point)</i>	<i>30 minutes</i>	<i>25</i>
	<i>3 hours 15 minues</i>	<i>225</i>
<u>Interview</u>	<i>15 minutes</i>	<i>25</i>
<i>Total</i>		<i>250</i>

INTERVIEW STAGE :

All candidates who are called for interview will undergo an interview by a panel of experts from court and management background. The candidates will be evaluated in the interview for their suitability for the position based on their aptitude, knowledge, skill and personality attributes.

GENERAL GUIDELINES :

- 1. Please note that the eligible candidates will be sent call letter for written test which will carry roll number, address of the venue, among other instructions.*
- 2. The candidates are advised to confirm the examination venue location one day before by visiting the place so that on the day of examination they can reach on time.*
- 3. The candidates need to bring the call letter with a recent passport size photograph duly pasted on it at appropriate place. Please carry a photo ID such as PAN card, driving licence.*
- 4. You must scrupulously follow the instructions of the test administrator at the examination venue. In case of any violation the candidate will be disqualified and will be asked to leave the examination hall.*
- 5. Electronic devices including calculator, mobile and laptop and written notes or books are disallowed inside the examination hall.*
- 6. The candidate should carry with you ball pen, pencil, eraser etc. on the day of examination.*
- 7. You will be provided rough sheets to solve the quantitative sections in objective test part. These sheets need to be deposited to the examiner after the objective part of the test is over.*
- 8. The English writing and computer skill part will be tested in the same venue where the objective test will be conducted after a break of 15 minutes.*
- 9. Any unfair means adopted by candidates during the selection process including examination or any form of canvassing or approach to any authority related to the process will result in automatic disqualification.”*

II

In terms of the Employment Notification No. 2125–RG dated 6th June, 2013, the following list of 14 candidates mentioned in “**Table-A**” for appearing at the written examination **which will be held on Saturday, the 9th November, 2013 at 11.00 a.m. in the High Court at Calcutta,** for selection of candidates for interview stage upon obtaining minimum cut-off marks in the written examination which will be decided on percentile basis for the written examination, is hereby published provisionally, subject to further verification and determination of the Candidate’s eligibility and suitability in all respects :-

“TABLE – A”

Sl. No.	Name of the Applicant with Father’s / Husband’s Name
1	Trambak Pattanayak, S/o. Dr. Joygoipal Pattanayak
2	Aisharya Mazumder, D/o. Monojit Kr. Mazumder
3	Ravi Shankar, S/o. Pramod Narayan
4	Gaurav Vyas (S.C.), S/o. Late Ram Narayan Lal
5	Biswadeep Mukherjee, S/o. Alok Kumar Mukherjee
6	Nastiya Mukherjee, D/o. Sandeep Mukherjee
7	Soumen Ghosh, S/o. Swapan Kumar Ghosh
8	Arijit Rej, S/o. Ajit Kumar Rej
9	Soma Saha (S.C.), D/o. Ranajit Saha
10	Ali Imam Ansari, (OBC-A) S/o. Mazharul Haque
11.	Ramsebak Ray, S/o. Late Rudra Ram Ray
12.	Shailendra Kumar (S.C.), S/o. Purushottam Lal
13.	Dibyendu Saha, (S.C.), S/o. Rabindra Nath Saha
14.	Debashis Samajdar, S/o. Subhash Chandra Samajdar

Admit Cards to such eligible candidates mentioned in “Table-A”, above, will be issued shortly by Speed Post. **Those who will not received their Admit Cards by 5th November, 2013, may collect the Duplicate Admit Cards upon showing proof of their identity and on submission of two recent passport size photographs after putting self signature on the frontal top of the photographs from the Recruitment Cell of the High Court on and from 6th to 8th November, 2013 from 11.00 a.m. to 4.30 p.m.**

Similarly, in terms of the above Employment Notification, the following list of candidates mentioned in “**Table-B**” whose applications have been found to be not in order in all respects owing to non furnishing of documents and containing some minor defects, are also allowed provisionally for appearing at the written examination **which will be held on Saturday, the 9th November, 2013 at 11.00 a.m. in the High Court at Calcutta,** for selection of candidates for interview stage upon obtaining minimum cut-off marks in the written examination which will be decided on percentile basis for the written examination, is hereby published **subject to removal of defects, mentioned against their names, and also subject to further verification and determination of the Candidate’s eligibility and suitability in all respects :-**

“TABLE – B”

Sl. No.	Name of the Candidate with Father's / Husband's name	Criteria to be fulfilled / defects to be removed by the Candidates for appearing at the written test.
1	Sachin Kumar, S/o. Jawahar Prasad	Subject to putting signature on the top of one of his Photograph submitted with the application before the written examination.
2	Sougata Bera, S/o. Late Bibekananda Bera	Subject to submission of declaration / an affidavit showing that Bibekananda Bera and Vivekananda Bera as spelt out in his application & in the Madhyamik admit card and mark-sheet, respectively, are same and identical person.
3	Soumen Majumdar, S/o. Satyendra Nath Majumdar	Subject to production of certificate before the written test regarding working experience.
4	Rupam Das, S/o. Swapan Kr. Das	Subject to production of certificate before the written test regarding working experience and subject to production of attested copy of Mark Sheet of Graduation, before the written examination.
5	Payal Haque, D/o. Hadiur Rahaman Khan	Subject to verification of working experience.
6	Aniruddha Paul, S/o. Jubaraj Paul	Subject to putting signature on the frontal top of both the photographs submitted with the application and subject to production and verification of the certificate regarding working experience, before the written examination.
7	Bidyut Roy, S/o. Biman Roy	Subject to production of two recent passport size photographs duly signed on the frontal top of such photographs and subject to production of certificate regarding working experience before the written test.
8	Sobhan Kar, S/o. Mridul Kar	Subject to production of attested documents and subject to production of certificate regarding working experience before the written test.
9	Abhisek Sengupta, S/o. Amit Kr. Sengupta	Subject to production of certificate before the written test regarding working experience and subject to production of attested copy of Mark Sheet of Graduation, before the written examination.
10	Tathagata Dasgupta, S/o. Amitava Dasgupta	Subject to production of result of Final Semester of MBA.
11	Rahul Sengupta, S/o. Late Bishnurup Sengupta	Subject to production of certificate before the written test regarding working experience.
12	Sayak Bhattacharjee, S/o. Chhabi Bhattacharjee	Subject to verification and production of certificate of working experience.
13	Priyanka Tripathi, D/o. Sheo Prasad Tripathi	Subject to submission of one self addressed envelope affixing therewith postage stamp of Rs. 30/-, before the written examination.
14	Poonam Kumari, D/o. Ambika Prasad Mandal	Subject to verification of Post Graduate Programme in Management certificate.
15	Barun Asis Mallik, S/o. Dr. Asish Kumar Mallik	Subject of submission of attested documents along with subject to production and verification of PGDM Certificate.
16	Sujoy Chatterjee, S/o. Samir Chatterjee	Subject to verification and production of certificate of working experience and also subject to production of attested documents.
17	Deepankar Paul, S/o. Nibash Chandra Paul	Subject to production of attested documents.
18	Ravindra Makwana, (S.C.), S/o. Govindbhai J. Makwana	Subject to production of attested documents.

19	Anindya Kanti Deb, S/o. Late Apurba Kanti Deb	Subject to putting signature on the frontal top of both the photographs submitted with the application and subject to production and verification of the certificate regarding working experience, before the written examination.
20	Sandeep Kumar, S/o. Jawahar Prasad	Subject to putting signature on the frontal top of one photograph submitted with the application and subject to production and verification of the certificate regarding working experience, before the written examination.
21	Arnab Ray (S.C.), S/o. Arun Ray	Subject to production of one photograph duly signed on the frontal top of the photograph and also subject to production and verification of the certificate regarding working experience, before the written examination.
22	Rakesh Kumar, S/o. Braj Kishore Sinha	Subject to production of attested documents and subject to signature on the frontal top of both the photographs submitted with the application before the written test.
23	Suchandra Bose, D/o. R N Bose	Subject to production of attested documents and subject to signature on the frontal top of the both the photographs submitted with the application before the written test.
24	Snehashis Sarkar, S/o. Samir Kumar Sarkar	Subject to verification of the Post Graduate Diploma by the authority concerned.
25	Abhishek Roy, S/o. Hitesh Ranjan Roy	Subject to production of result of Final Semester of MBA.

The names of the candidates mentioned in “**Table-B**” above, may contact the Recruitment Cell, High Court at Calcutta, personally, for removal of the defects and for collection of Admit Cards after removal of defects between 12.00 a.m. to 4.00 p.m. on and from 21st October, 2013 to 8th November, 2013 (except Executive Holidays, Court’s Holidays, Sundays and Saturdays).

The applications of other applicants stand rejected owing to non-fulfillment of the eligibility criteria.

This is general information of all concerned.

III

The date of interview will be communicated to the concerned candidates through post, by posting in the High Court website as well as through their e.mail.

All concerned are requested to visit Court’s website www.calcuttahighcourt.nic.in for further information.

BY ORDER,

Sd/-

**(MIR DARA SHEKO)
REGISTRAR GENERAL,
HIGH COURT, CALCUTTA**