

THE HIGH COURT AT CALCUTTA APPELLATE SIDE

EMPLOYMENT NOTICE

No. 2125 - RG.

Dated, Calcutta, the 6th June, 2013.

Applications are invited for recruitment to the posts of Court Managers, in the consolidated remuneration of Rs. 50,000/- per month with provision for 3% enhancement in each year, subject to satisfactory performance of duty. The salary is to be paid out of the fund earmarked by the Thirteenth Finance Commission. The appointment will be on contract basis **for two years** extendable thereafter at the discretion of appropriate authority but shall not confer any right on the appointee for being made permanent in the said post or any other post. The appointment will be on full-time basis and during the tenure of appointment, the Court Manager shall not be entitled to take up any other employment, either part-time or otherwise. The recruitment shall be made strictly following the provisions of “The Calcutta High Court Service (Conditions of Service and Recruitment of Court Manager) Rules, 2012” amended from time to time.

2. No. of Vacancies : 22 (twenty two). - One in each District of West Bengal, one in Andaman & Nicobar Islands and two in the High Court at Calcutta.

3. Qualification and Experience :

The Candidate for appointment to the post of Court Manager –

- (i) must be citizen of India;
- (ii) must not have been convicted of an offence involving moral turpitude;
- (iii) must be possessing sound health;
- (iv) must be Graduate in Science-Mathematics, Statistics, Engineering / Technology with MBA or Post Graduate Diploma in Management;
- (v) must have 2 years' working experience in general management;
- (vi) Desirable qualification : Experience of work in IT environment / knowledge of computer applications and processes; and
- (vii) must have excellent communication skill.

4. Age : No person who has not attained 25 years and crossed 35 years of his/her age shall be considered, nor be appointed as Court Manager, on the date of Notification of the instant Employment Notice. However, in case of Scheduled Caste/Scheduled Tribe candidate, the upper age limit is relaxable by 5 years.

5. Other Terms and Conditions of appointment :

- (a) The service of the Court Manager is terminable either by the Appointing Authority without assigning any reason with prior one month's notice, or on payment of one month's salary in lieu of notice;
- (b) The Court Manager may also resign from service by giving one month's notice or he/she being paid one month's salary in lieu of notice;
- (c) The place of work for all the Court Managers will be at the High court at Calcutta or any court under superintending control of and subordinate to the High Court at Calcutta, as may be directed by the Hon'ble Chief Justice. The Court Managers, in case of administrative exigency, are liable to be transferred from one Court to another;
- (d) The Court Managers will have to perform to the satisfaction of the District Judge when they are posted in the districts and to the satisfaction of the Registrar General when they are posted in the High Court.

6. Procedure for Selection :

The eligible candidates shall have to appear in Written Examination, the subject and syllabus of which will be published in the Court's website and will be communicated to the candidates concerned with the call letter for appearing in the Written Examination. On the basis of the result of the Written Examination, a number of candidates will be selected for Viva-voce and skill in computer operation may also be tested. On the basis of the result of the Written Examination, skill in Computer operation and Viva-Voce, a final merit list will be prepared.

The Functions and Responsibilities of Court Managers have been described in The Calcutta High Court Service (Conditions of Service and Recruitment of Court Manager) Rules, 2012" amended from time to time.

7. The eligible candidates may submit neatly hand-written or typed applications on plain paper of legal size (8.5" X 14"), addressed to the Registrar General, High Court, Calcutta, giving particulars as under :-

- (1) Full Name of the Candidate (in capital letters).
- (2) Father's/Husband's Name.
- (3) Nationality.
- (4) Date of Birth (must be supported with attested copies of proper documents/Certificates).
- (5) Actual age on the date publication of Employment Notice
- (6) Full Postal Address (with contact telephone no.) (all communications will be made to the concerned candidates through Speed Post, and as such the candidate must mention the appropriate PIN Code)
 - a. Present
 - b. Permanent
- (7) Educational Qualification : (must be supported with attested copies of proper documents / Certificates).

Name of the Examination	Board/Council/University	Stream	% of Marks and Grade/Class/Division obtained	Year of passing

- (8) Experience : (in detail) (must be supported with attested copies of proper documents/Certificates).
- (9) Computer Skills (must be supported with attested copies of proper documents/Certificates).
- (10) Whether belongs to S.C / S.T. (must be supported with attested copies of proper documents/Certificates).
- (11) I.P.O. No., Amount and Date.
- (12) The candidates must submit a declaration along with his/her application, in the following format :-

Declaration

I, hereby declare (a) that 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, and (b) that I have obtained “no objection” certificate from my Appointing Authority in writing. (only for the candidates working under Government or Government Undertaking)

Yours faithfully,

(Signature of the candidate)

N.B. :-

(1) Full signature of the Candidate with date must be given at the bottom of the application. Incomplete applications/unsigned applications/applications submitted without proper application fee, will be summarily rejected. The application fee is not returnable in any case. The documents may be attested by Gazetted Officer.

(2) Each application must be accompanied by :-

(i) Application fee of Rs. 500/- (Rs. 150/- for S.C. / S.T. candidates only) 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** and payable at **G.P.O., Calcutta;**

(ii) Two recent passport size photographs duly signed by the candidate on the frontal portion of both of it (one to be pasted on the top right hand

corner of the application and the other to be stitched/stapled with the application);

- (iii) Attested documents in support of date of birth, educational and other qualifications, experience and computer skills and caste (in case of candidates belonging to S.C. / S.T. categories);
- (iv) One self-addressed envelope of the size of 25 cm X 11 cm, with postal stamp of Rs. 30/- affixed thereon.

8. 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/s in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.

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

10. Admit cards containing venue, date and time of the test will be sent to the candidates by speed post. The candidates to be called for appearing in Written examination/Viva-Voce etc. shall be required to appear at the relevant test/s at their own expenses.

11. The candidates already in service under Govt./Public Sector/Undertakings/High Court, and within the prescribed age-limit, must submit their applications through Proper Channel. No advance-copy of such application will be entertained.

12. The Selection Committee shall have the discretion to fix qualifying marks in any or all the tests, and to relax such marks, if deemed necessary. In case of any dispute, the decision of the Selection Committee shall be final.

13. The application must be submitted in closed envelope, which shall have to reach the office of the Registrar General, High Court, Calcutta within **4.45 p.m. on or before 29th June, 2013**. Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.

Sd/-

(R. K. Bag)
Registrar General
High Court, Calcutta