

High Court at Calcutta
Original Side
EMPLOYMENT NOTICE

No. 03-R/AR (Direct Recruit)/HCOS/2020

Dated, Calcutta, 18.09.2020

Applications are invited from Indian citizens for filling up **02 (two)** vacancies in the post of **Assistant Registrar (Direct Recruit from Legal Profession)** in the Pay Band Scale (unrevised) of Rs. 15,600 – Rs. 42,000 (PB- 4A) with minimum pay Rs. 16,930/- and Grade Pay Rs. 5,400/- plus special allowance of Rs. 200/- per mensem with other usual allowances admissible under the Rules. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

Category	No. of vacancy
Scheduled Caste	01
Unreserved (Exempted Category)	01
Total	02

Essential Qualification :-

Candidate must be a Law Graduate and a practising advocate and must be having knowledge of the vernacular of the State of West Bengal.

Age –

Not less than **18 years** and not more than **40 years** as on 1st day of January, 2020 (Upper age limit is relaxable by 05 years in case of S.C./S.T. candidate of West Bengal only).

Age as recorded in the Madhyamik or equivalent certificate will be accepted only.

N.B.: The S.C. candidate of other States shall be treated as Unreserved Category candidate.

The names of the eligible candidates, belonging to Exempted Category, shall be requisitioned from the concerned authority/authorities.

Candidates of Exempted Category, having proper and valid EC card, may also apply directly.

Fees :

Each application must be accompanied by examination fees of Rs. 700/- (Rs. 300/- for S.C./S.T. of West Bengal candidates only) to be deposited only by Bank Draft which must be purchased on or after the date of publication of this advertisement and before the last date of submission of application and drawn in favour of the “**Registrar, High Court, Original Side, Calcutta**”, payable at Kolkata.

No fees need be given by the candidates belonging to Exempted categories whose names will be sponsored by the appropriate authorities. ***This exemption of fees is not applicable to the candidates, belong to Exempted Category, who will apply directly without any sponsorship.***

No claim for refund of examination-fee will be entertained nor will it be held in reserve for any other examination.

Application Form :

Eligible candidates may download their applications format (**Annexure -I**) from the website of this Court (www.calcuttahighcourt.gov.in). and the filled up form may be sent by post or be delivered by hand to the Office of the Registrar Original Side (1st Floor, Main Building), High Court, Calcutta.

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

Essential Supporting documents required :-

1. 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 corner of the application form and the other two to be stitched/stapled with the application);
2. 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.

3. Photocopy (self-attested) documents in support of date of birth (Madhyamik or equivalent certificate/admit card),
4. Photocopy (self-attested) of educational qualifications (10th standard, 12th standard, B.A LL.B/LL.B/LL.M.) & others qualifications (if any).
5. Photocopy (self-attested) of *Caste Certificate*, in case of candidates desire '*caste-reservation*'.
6. Photocopy (self-attested) of Identity Card issued from the Labour Deptt. Govt. of West Bengal (Employment Exchange Card) in case of candidates belong to *Exempted Category*.
7. Photocopy (self-attested) of Enrolment Certificate.
8. "No objection certificate" from concerned Employer in case of service-holders, and
9. Bank Draft to be enclosed with the application.

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

Mode of Selection :-

Phase – I
(Competitive written test)

Candidates whose applications would be found in order in all respect, shall be required to undergo a written competitive test of **80 marks** on the following subjects –

- a) Code of Civil Procedure.
- b) Original Side Rules, High Court, Calcutta.
- c) Constitution of India (with special emphasis on Article 214-237 [both inclusive])
- d) English – (including précis writing).
- e) General Knowledge with special emphasis on General Knowledge of High Court.

Phase – II
(Interview/Viva-voce)

Candidates must secure 32 marks (40%) or above in the written test (*Phase-I*) to qualify for Interview/Viva voce (*Phase-II*).

Total marks of Interview/Viva-voce would be **20 marks**.

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 Acting Chief Justice shall be final.

Submission of Application:

Every 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 (1st Floor, Main Building, High Court, Calcutta) **within 4:30 p.m. of October 5, 2020, either by hand or by post**. 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/-

Registrar, Original Side

Dated, Calcutta, 18th September, 2020

ANNEXURE - I

APPLICATION FOR THE POST OF ASSISTANT REGISTRAR (DIRECT RECRUIT FROM LEGAL PROFESSION), ORIGINAL SIDE, HIGH COURT CALCUTTA, 2020.

ADVERTISEMENT NO.:

**PASTE A RECENT
COLOUR
PASSPORT SIZE
PHOTOGRAPH
AND SIGN IT
ACROSS**

1. FULL NAME OF THE CANDIDATE (IN BLOCK LETTERS):

2. FATHER'S/ HUSBAND'S NAME (IN BLOCK LETTERS):

3. GENDER: MALE FEMALE (Please tick appropriate box)

4. CATEGORY: UR (EC) SC (Please tick appropriate box)

5. DATE OF BIRTH (IN CHRISTIAN ERA/ DD-MM-YYYY):

6. AGE AS ON 01.01.2020: YYYY MM DD

7. EDUCATIONAL QUALIFICATIONS:

SL NO	NAME OF EXAMINATION	BOARD/ UNIVERSITY	YEAR OF PASSING	PERCENTAGE OF MARKS
1				
2				
3				
4				
5				
6				
7				

8. DETAILS REGARDING ENROLMENT AS AN ADVOCATE:

A) ENROLMENT NUMBER
[PLEASE SUBMIT THE LATEST ENROLMENT NUMBER, IF AVAILABLE.]

B) DATE OF ENROLMENT

C) NAME OF THE BAR FROM WHERE ENROLMENT CERTIFICATE IS ISSUED (BLOCK LETTERS):

9. A) TOTAL EXPERIENCE AS AN ADVOCATE (IN YEARS): Y M D

B) PARTICULARS IN DETAILS ABOUT THE EXPERIENCE OF LEGAL WORK:

[Attach Separate Sheets, if necessary]

10. Are you a Government Employee: YES NO (Please tick appropriate box)

A) If yes, give Employment details:

B) Whether NOC submitted: YES NO (Please tick appropriate box)

11. DO YOU POSSES KNOWLEDGE OF THE VERNACULAR OF THE STATE OF WEST BENGAL: YES NO
(Please tick appropriate box)

12. POSTAL ADDRESS (PRESENT):

 PIN:

13. POSTAL ADDRESS (PARMANENT):

 PIN:

14. CONTACT NUMBER/S:

15. E-MAIL ID:

DECLARATION

I do hereby declare that (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false my candidature is liable to be cancelled at any stage. (b) (only for candidates serving under Govt./Statutory body/Govt. Undertaking) I have informed the Head of my Office/Department in writing that I am applying for this post.

.....
(FULL SIGNATURE OF THE APPLICANT)

DATE: _____

PLACE: _____

SELF ATTESTED PHOTOCOPIES OF DOCUMENTS ENCLOSED: (Please tick appropriate box)

i) Caste certificate ii) D.O.B iii) 10th Standard 12th Standard B.A. LL.B LL. B LL. M.
Others iv) Enrolment Certificate v) N.O.C vi) Documents regarding examination fees vii) EC card
issued from appropriate authority