

The High Court at Calcutta
Appellate side

EMPLOYMENT NOTICE

No. 1908 - RG

Dated, Calcutta, the 6th May, 2013.

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 in the post of P.A./Stenographer, Grade - C, in the Pay Band Scale Rs. 7100 - 37600/- (PB-3) with minimum pay Rs. 9030/- and Grade Pay Rs. 3600/- and other allowances as admissible under the Rules. The appointment will initially be made on purely temporary basis but are likely to be made permanent.

No. of Vacancies :-

Existing Vacancies : 13 [ST-2, ST(E.C.)-1, SC-5, SC(E.C.)-2, OBC(B)-1, OBC(B)[E.C.]-1, Unreserved (E.C.) - 1].

Expected Vacancies : 38 [Unreserved-15, Unreserved(E.C.)-5, Unreserved (persons with disabilities)-1, OBC(A)-3, OBC(B)-2, OBC(A) (E.C.)-1, SC- 5, SC (E.C.)-3, ST-2, ST(E.C.)-1].

Essential Qualification :-

- ② A pass in the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from a recognized Council / Board / University / Institution;
- ② Speed in Shorthand and Type writing @ 120 w.p.m. and 30 w.p.m. respectively;
- ② At least a Certificate in Computer training from a recognized Institution and a satisfactory fingering speed in Computer Operation.

Age - Not less than 18 years and not more than 32 years on the date of application (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 certificate will be accepted only. No upper age limit for the employee of the High Court, other Courts and Government who will apply through proper channel on condition that the candidates had joined his/her initial appointment prior to attaining the age of 32 years.

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

The names of the eligible candidates belonging to Exempted category will be called for from the authority/authorities.

Candidates of Exempted Category need not apply directly since their names are to be forwarded from the concerned authority/authorities.

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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) Date of Birth, (4) Actual age on the date of application, (5) Address (Present and Permanent, along with PIN code) with Telephone No., (6) Educational Qualifications, (7) Knowledge in Computer, (8) Speed in Shorthand and Typewriting, (9) Whether belongs to S.C. / S.T. / O.B.C., / Persons with Disabilities/Exempted Category; (10) Nationality and (11) Details of depositing application fees by giving Bank Branch Name, Journal No., Amount and date, (12) Signature of the candidate with date.

N.B. :- Statements made under Item No. 3, 6, 7, 8 & 9 above must be supported by the attested photo-copies of proper documents / certificates. Self attestation in all respect will be allowed.

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 fees, will be summarily rejected. The application fee is not refundable in any case.

Each application must be accompanied by :- (1) 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 before last date of submission of application to any branch of United Bank of India; (2) Two recent and identical 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); (3) Attested documents in support of date of birth, educational qualifications, knowledge in Computer, speed in shorthand & typewriting and caste (in case of the candidates belonging to S.C., S.T. & O.B.C. categories); (4) One self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 5/- affixed thereon.

Mode of Selection :- Candidates whose applications will be considered to be in order in all respect, shall be required to undergo a test in Shorthand at the speed of 120 words per minute. The text is to be transcribed in own handwriting within 45 minutes thereafter. The candidates selected and shortlisted on the basis of the result in the above test shall be required to undergo a further test in Shorthand, to be followed by direct transcription of the text through the aid of a Computer at the speed of 30 w.p.m. The candidates will be given a further time of 15 minutes immediately after the completion of the dictation before they are asked to transcribe the text, for verification of the outlines.

Admit cards containing Venue, Date and Time of the Test will be sent to the candidates by post. Candidates called for Test/further Test shall be required to appear at the relevant Tests at their own expenses.

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The Court reserves the right to make short Waiting List of successful candidates. The List thus formed shall remain effective for a period of one year from the date of its formation.

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

The application must be submitted in closed envelope, which shall have to reach the undersigned within 4:45 p.m. on or before 31st May, 2013. Application 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/-

R. K. Bag
Registrar General

Dated, Calcutta, the 6th May, 2013.

HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	BANK COPY
(Last date to remit the money 31.05.2013)	
Application for the post of P.A./Stenographer, Grade-C.	
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	
SB A/c No. 0091010402088	
Name and address of the: Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	: 12.00
Total Rs.	:
(Rupees _____)	
Signature of the Depositor	:
Date of Deposit	:
Branch Name	:
Sol ID	:
Journal No.	:
Signature of Bank Authority with Bank Stamp and date	:

HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	CANDIDATE'S COPY
(Last date to remit the money 31.05.2013)	
Application for the post of P.A./Stenographer, Grade-C.	
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	
SB A/c No. 0091010402088	
Name and address of the: Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	: 12.00
Total Rs.	:
(Rupees _____)	
Signature of the Depositor	:
Date of Deposit	:
Branch Name	:
Sol ID	:
Journal No.	:
Signature of Bank Authority with Bank Stamp and date	:

HIGH COURT AT CALCUTTA	
PAY-IN-SLIP	TO BE ENCLOSED WITH THE APPLICATION
(Last date to remit the money 31.05.2013)	
Application for the post of P.A./Stenographer, Grade-C.	
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	
SB A/c No. 0091010402088	
Name and address of the: Candidate	:
Date of Birth	:
Community	:
(a) Examination Fee	:
(b) Bank Charge Rs.	: 12.00
Total Rs.	:
(Rupees _____)	
Signature of the Depositor	:
Date of Deposit	:
Branch Name	:
Sol ID	:
Journal No.	:
Signature of Bank Authority with Bank Stamp and date	: