

The High Court at Calcutta
Appellate Side

EMPLOYMENT NOTICE

Applications are invited from the Indian citizens possessing knowledge in the vernacular of the State, for preparation of a panel for filling up of the existing and expected vacancies in the post of P.A./Stenographer, Grade-C, in the Pay Band Scale ₹7100-37600/- (PB-3) with minimum pay ₹9030/- and Grade Pay ₹3600/-; along with Special Allowance ₹150/- 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 – 17 (Gen.- 8, S.C.- 6, S.T.- 2, O.B.C.-1)
Expected Vacancies – 36 (Gen.- 24, S.C.- 7, S.T.-3, O.B.C.- 2)

Essential Qualifications :-

- 1) A pass in the Higher Secondary Examination from the West Bengal Council of Higher Secondary Education or its equivalent examination from a recognised Council/Board/University/Institution;
- 2) Speed in Shorthand and Typewriting @ 120 w.p.m. and 30 w.p.m. respectively;
- 3) At least a Certificate in Computer training from a recognised 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 only).

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) with Telephone No., if any, (6) Educational Qualifications, (7) Knowledge in Computer (8) Speed in Shorthand and Typewriting (9) Whether belongs to S.C./S.T./O.B.C., (10) Nationality, and (11) I.P.O. No., Amount and date.

N.B. :- Statements made under Item Nos. 3, 6, 7, 8 & 9 above must be supported by the attested photo-copies of proper documents/certificates.

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 refundable in any case.

Each application must be accompanied by :- (1) Application fee of ₹200/- (₹50/- 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, (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 25cm X 11cm, with postal stamp of ₹5/- affixed thereon.

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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.

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.

The Court reserves the right to make a 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 stand final.

The application must be submitted in closed envelope, which shall have to reach the undersigned within 4.45 p.m. on or before 1st June, 2012. Applications reaching the office after the last date shall not be considered, even though the same are posted well in advance.

Dated, Calcutta, the 2nd May, 2012.

R. K. Bag.
Registrar General.

