

**High Court at Calcutta, Original Side
Advertisement Reference. HCOS/ARCR/2012**

N O T I C E

Applications are invited from Indian citizens for filling up permanent vacancies in the following post on the Original Side of this Hon'ble Court in the prescribed format appended hereto.

| Serial No. | Name of the Post | Number of vacancies |
|------------|---------------------------------------|---------------------|
| 1. | Assistant Registrar (Court Recording) | 07 |

The particulars of qualification and other eligibility criteria are given below:

Serial No.1 Assistant Registrar (Court Recording)

The appointment of candidates will be made at the first instance purely on a temporary basis in the existing scale of pay of Rs. 15,600 – 42,000/- in pay band-4 with grade pay Rs. 5,400/- and special allowance of Rs. 200/- per month with other usual allowances admissible under the Rules and terminable at any time on one month's notice from either side.

Candidates for the post must have completed Graduation from the Calcutta University or an equivalent examination of a statutory Indian or other University and/or Institution and having knowledge of vernacular of the State of West Bengal and good knowledge in English language and should be able to take down depositions of witnesses and judgments in 'shorthand' at a speed of at least 160 words per minute and transcribe those to "printed form" in English at a speed of at least 40 words per minute with the aid of a computer accurately, as far as possible. The selection shall be made on the result of a competitive test.

2.

Employees of the High Court at Calcutta and the persons already employed under the Government or any other statutory body may apply through proper channel. Employees of the High Court at Calcutta only are exempted from paying the Examination Fees.

Application has to be made stating Full Name, Father's/Husband's Name, Postal Address, Age, Date of Birth, Educational qualification with all the supporting documents accompanied by (i) three recent pass-port size-photographs (one to be affixed at the top right corner of the application and other two to be stapled with the application); (ii) two self-addressed (with pin code) envelopes without stamp; (iii) duly attested legible copies of proper documents/testimonials as proof of his/her claim; and (iv) Examination fees of Rs.150/- (Rupees one hundred fifty) for the candidates belonging to S.C. and S.T. and physically disabled candidates and for others Rs.300/- (Rupees three hundred), in cash, payable at the time of receiving the Admit Card from this Office, date of which will be intimated on December 7, 2012 through this website.

Admit Card, inscribing the date, time and venue scheduled for the test will be issued only to the candidates whose applications are found to be in order, as well as after receiving the examination fee indicated above. The Admit Card has to be collected individually by the candidate himself or herself, as the case may be.

3.

Age of the candidate applying for recruitment to the above mentioned vacancy should not be more than 32 years of age as on the last date for receiving applications excepting the S.C. and S.T. candidates who will get relaxation by 5 years over the upper age limit as stipulated hereinbefore.

The application must reach the undersigned before 4.45 p.m. on December 5, 2012. The candidates may download the application format from the Calcutta High Court web-site i.e., [http:// www. Calcuttahighcourt.nic.in](http://www.Calcuttahighcourt.nic.in)

N.B. Candidates applying through proper channel will be entitled to have the benefit of exemption of excess age over the upper limit of 32 years provided that the candidate joined his/her present employment prior to his/her attaining the age of 32 years.

The 21st November, 2012.

Sd/-

Registrar,
Original Side.
HighCourt,
Calcutta.

10. Present Postal Address in full (Capital Letters) :

11. Permanent Address (Capital Letters):

12. Whether Citizen of India (Yes or No):

13. (a) Qualifications (Name of Last Examination Passed, Name of Board / University, Division or class, Year of passing, Percentage of marks obtained.) (enclosed attested photocopies of certificates) :

| Sl. No. | Name of Examinations Passed | Name of Boards/ Universities | Division or class | Years of passing | Percentage of marks obtained |
|---------|-----------------------------|------------------------------|-------------------|------------------|------------------------------|
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14. Speed in Shorthand & Type Writing (enclosed attested photocopy of certificate) :

15. Other qualifications (enclosed attested photocopy of certificate) if any :

16. Experience if any :

17. List of documents enclosed:i)

ii)

iii)

iv)

v)

vi)

vii)

DECLARATION

I 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.

*(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.

- **Strike out if not applicable.**

Signature of the candidate in full

Date :

Place :