

2025
THE HIGH COURT AT CALCUTTA
APPELLATE SIDE

NOTIFICATION

No. 7609-RG

Dated, 20th day of November, 2025

Applications are invited from eligible Indian citizens for preparation of two separate panels for filling up the following vacancies in the post of (1) **System Analyst** (*Hardware and Networking*) and (2) **System Manager** in the scale of pay mentioned below along with all other allowances as admissible under the relevant Rules of this High Court. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

Category No. 1 : System Analyst (Hardware and Networking)

Name of the post	Total Number of vacancies	Classification of vacancies	Level of pay in pay matrix with minimum pay and scale	Examination fees for SC/ST candidates of West Bengal only	Examination fees for rest of the candidates (except SC/ST candidates of West Bengal)
System Analyst (Hardware and Networking)	03	Scheduled Caste – 1, Unreserved – 1, Unreserved (Exempted Category) – 1	Rs. 56,100 – 1,44,300 at Level-16 in the pay matrix	Rs. 700/-	Rs. 1,500/-

Category No. 2 : System Manager

Name of the post	Total Number of vacancies	Classification of vacancies	Level of pay in pay matrix with minimum pay and scale	Examination fees for SC/ST candidates of West Bengal only	Examination fees for rest of the candidates (except SC/ST candidates of West Bengal)
System Manager	02	Scheduled Caste – 1, Unreserved – 1	Rs. 67,300 – 1,73,200 at Level-17 in the pay matrix	Rs. 1,000/-	Rs. 2,000/-

Fees:-

Each application must be accompanied by Examination Fees as mentioned against each Category by Indian Postal Order only, 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. at Kolkata. **FEES ONCE PAID WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES. FEES PAID IN ANY OTHER MODE EXCEPT INDIAN POSTAL ORDER WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.**

Essential Qualifications for Category – 1 [System Analyst (Hardware and Networking)]:-

- (i) Must have passed Bachelor’s Degree in Engineering/Technology or a Bachelor’s Degree in Information Technology or a Master’s Degree in Computer Application from a recognized University or its equivalent qualification; and
- (ii) Must possess a minimum five years’ working experience in the field of programming/software development hardware and networking of computer in any Public Sector Undertaking or Government or statutory body or in any Company, registered under the Companies Act.

Desirable Qualifications for Category – 1 [System Analyst (Hardware and Networking)]:-

- (i) Candidates possessing certifications in Hardware and Networking, such as Cisco CCNA or equivalent, will be given preference.
- (ii) Experience in TCP/IP, DNS, LAN/WAN, and cloud services; hands-on experience with Cisco, Juniper, or Windows/Linux servers, configuration and installation of network hardware and software, develop network architecture plans and system documentation, troubleshoot network issues and outages, implement network security measures (firewalls, ACLs, IPS/IDS).

Essential Qualifications for Category – 2 [System Manager]:-

- (i) Must have passed Bachelor's Degree in Engineering/Technology OR a Bachelor's Degree in Information Technology or a Master's Degree in Computer Application from a recognized University or its equivalent qualification; and
- (ii) Must possess a ten years' working experience in the field of programming/software package customization with special knowledge in Operating System (Windows, Linux, MaC, OS, RDBMS like ORACLE, SQL, Server etc.) in any Public Sector Undertaking or Government or Statutory Body or in any Company, registered under Companies Act. Eligible System Analyst (Programming) may apply for this post.

Desirable Qualifications for Category – 2 [System Manager]:-

Candidates possessing

- (a) a Bachelor's of Engineering/Technology degree in Computer Science/Information Technology OR a Master of Computer Application degree from a recognized University with at least 60% marks or 6.5 CGPA on the scale of 10 throughout the academic career;
- (b) five (05) years experience in System Administration in Windows and/or Linux OS and Network Management in any Public Sector Undertaking or Government or Statutory Body or in any Company, registered under Companies Act;
- (c) Cisco CCNA or equivalent certification on network management and Red Hat or equivalent certification on system administration; and
- (d) Oversee servers, storage, operating systems, and enterprise applications, manage virtualization, backup solutions, ensure uptime of mission-critical systems, monitor performance and conduct regular system audits. Implement and enforce cyber security policies (firewall, antivirus, and encryption);

will be given preference.

Age for all the categories of posts:-

Sl. No.	Category	Age (as on 01/01/2025)
1.	System Analyst (Hardware and Networking)	Not less than 26 years and not more than 40 years. The upper age limit shall be relaxable in case of the candidates belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes (Group A and Group B) or the physically Handicapped and Ex-Servicemen as per extant Rules of the Government.
2.	System Manager	Not less than 31 years and not more than 45 years. The upper age limit shall be relaxable in case of the candidates belonging to the Scheduled Castes or the Scheduled Tribes or the Other Backward Classes (Group A and Group B) or the physically Handicapped and Ex-Servicemen as per extant Rules of the Government.

Note: Candidature of the Other Backward Classes in respect of relaxation of Upper Age Limit will be treated as per the Notifications issued by Backward Classes Welfare Department, Government of West Bengal from time to time.

Mode of Selection for Category – 1 [System Analyst (Hardware and Networking)]:-

Candidates shall have to undergo a Written Competitive Test and Viva-voce in such manner as the Appointing Authority may decide. The Written Competitive Test shall be on programming, hardware, networking of computer or on such topics as the Appointing Authority may decide. Details of selection process will be notified later.

Mode of Selection for Category – 2 (System Manager):-

Candidates shall have to undergo a Written Competitive Test and Viva-voce in such manner as the Appointing Authority may decide. The Written Competitive Test shall be on programming, hardware, networking of computer and on such topics as the Appointing Authority may decide. Details of selection process will be notified later.

Probation and Confirmation:- The candidates so selected in the above mentioned posts shall be initially appointed as probationers for a period of two years, unless otherwise ordered by the Appointment Authority. On successful completion of the period of probation and subject to existing Rules of the High Court or Orders of the Appointing Authority, the candidates shall be confirmed in the service.

Application Format:-

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, 3, Esplanade Row (West) (now 3, Justice Radhabinod Pal Sarani, B.B.D. Bag), Kolkata-700 001, giving particulars as under:-

- (1) Post applied for
- (2) Full name of the candidate (in capital letters)
- (3) Father's/Husband's Name
- (4) Date of Birth
- (5) Address (Present and Permanent, along with PIN code) with Telephone/Mobile number and E-mail Id (mandatory)
- (6) Educational Qualifications
- (7) Details of desirable qualifications, if any
- (8) Category (UR/SC/ST/OBC-A/OBC-B/other)
- (9) Whether belonging to Exempted category, if yes, mention the Identity Card Number issued by the Labour Department, Govt. of West Bengal
- (10) Present employment status
- (11) Nationality
- (12) Experience details
- (13) Details of depositing examination fees i.e. Indian Postal Order No., Date of purchase and Amount

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

Essential Supporting Documents Required:-

1. Three recent and identical passport size (coloured) photographs duly signed by the candidate on the front portion of photographs (one to be pasted on the top right corner of the application and others to be stitched/stapled with the application).
2. Two self-addressed envelopes of the size of 25 cm x 11 cm with postal stamp of Rs. 45/- affixed on each of the envelope for further communication from this end through speed post.
3. Photocopy of document in support of date of birth (Madhyamik or equivalent certificate/Admit card) duly self-attested.

4. Photocopy of documents in support of educational qualifications duly self-attested.
5. Photocopy of Caste Certificate, in case of candidates desire to get 'caste-reservation', relaxation of upper age limit duly self-attested.
6. Photocopy of valid Identity Card issued by the Labour Department, Govt. of West Bengal (Employment Exchange Card) [Card No. X-10] in case of candidates, belonging to Exempted Category duly self-attested.
7. Photocopy of documents in support of experience profile duly self-attested.
8. "No Objection Certificate" from concerned Employer in case of Government service-holders which must be issued by the authority after the date of notification, and
9. Original Indian Postal Order of requisite amount to be enclosed with the application.
10. Photocopy of Aadhaar Card in support of address proof duly self-attested.

In absence of any required essential supporting document(s) as mentioned above in Point No. 1 to 10, the candidature of the candidate will summarily be rejected.

Closing Date:-

The application must be submitted in closed envelope, superscribing thereon the particular post applied for to the undersigned within **4:45 P.M.** on or before **12/12/2025**. Applications reaching after the last date shall not be considered, even though the same are posted well in advance.

Submission of Application:- Each application must be submitted to the following address by post or by hand (only on working days during office hours) within **4:45 P.M. on or before 12/12/2025**.

**"Joint Registrar (General Administration),
General & Establishment Section, Appellate Side,
Main Building, High Court at Calcutta,
3, Esplanade Row (West) (now 3, Justice Radhabinod Pal Sarani, B.B.D. Bag),
Kolkata-700 001"**

Candidates Claiming Reservations:-

- (a) The SC/ST/OBC candidates of other States shall be treated as Unreserved candidates.
- (b) The names of the eligible candidates belonging to Exempted Category will be called for from the respective authority/authorities.
- (c) Candidates having valid EC Card in case of Exempted Category may also apply directly with requisite examination fees, as applicable.
- (d) The candidates belonging to SC, ST, OBC category must possess the certificate in the form as prescribed by the Government of West Bengal and issued by the Competent Authority.
- (e) The candidates claiming reservation under Exempted Category must possess the Certificate issued by Competent Authority.
- (f) The candidates claiming relaxation of upper age limit shall produce relevant certificate issued by the Competent Authority.
- (g) The candidates claiming benefits under Sl. No. (d) to (f) above shall possess the relevant certificates, issued by the Competent Authorities on or before the last date of applying.

Date, Time & Venue of the Examination:-

Date, time and venue of the examination shall be intimated to the candidates through Admit Cards. Without ORIGINAL Admit Card, no candidate will be allowed in the Examination Hall.

GENERAL INSTRUCTIONS/CONDITIONS:-

- a. Admit cards containing Venue, Date and Time of the Test will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for Test shall be required to appear at their own expenses.
- b. 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 in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
- c. **Incomplete applications/unsigned applications/application submitted without proper examination fees and requisite documents will be summarily rejected. The examination fees is not refundable in any case.**
- d. The candidates are required to submit application forms with correct and complete information carefully. If any incomplete or false information is given, then the candidates will be responsible for the same and on the basis of false and incomplete information, the application form shall be rejected at any stage without giving any reason/notice. On furnishing any false certificate or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, the High Court, Calcutta shall reject the candidature at any stage of the selection and may take necessary action.
- e. Every candidate should mention his/her name and Date of Birth in the Application Form as per Madhyamik/Equivalent Examination issued by the recognized institution.
- f. No subsequent request for any change in the application form will be considered or granted.
- g. All the candidates who are already in Central/State Government Service or in any Central/State Government undertaking or in any type of other organization established and governed by the Central/State Government shall have to produce NOC.
- h. The candidates shall produce certificates, issued by competent authority, in support of claiming reservation, categories and caste on prescribed pro-forma as per rules applicable thereto.
- i. The candidates are required to keep with them at least one **ORIGINAL** Photo-Identity proof viz. Aadhar, e-aadhar, ID Card issued by College/University, Voter ID Card(EPIC), Driving License, Passport, PAN Card, Bank Passbook copy with photograph thereon and shall produce the same on demand at the time of examination in the examination center.
- j. **IF ANY CANDIDATE REMAINS ABSENT AT ANY STAGE/EVENT OF THIS RECRUITMENT PROCESS, HIS/HER CANDIDATURE WILL BE CANCELLED.**
- k. Mobile phones, pagers, Bluetooth devices, calculators and any other electronic gadgets/communication devices are not allowed inside the premises where the examination will be conducted. Any infringement of these instructions shall entail immediate elimination and possible disciplinary action.
- l. Canvassing in any form and use of unfair means during the examination/test will disqualify the candidature of the applicant.
- m. The venue, date and time of the examination/test along with Roll Numbers will be intimated through Admit Cards.
- n. The Hon'ble Selection Committee reserves the right to alter the number of vacancies and modify/rectify the same.

- o. The decision of the Hon'ble Selection Committee shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment to the posts etc.
- p. The Hon'ble Selection Committee reserves the right to correct any error that may have inadvertently crept in. However, it does not owe any responsibility for any error committed by any candidate.
- q. The vacancies calculated and indicated in the advertisement are subject to change.
- r. The results shall be displayed on the official website www.calcuttahighcourt.gov.in and information with regard to the next stage of examination shall be made available on the aforementioned website in due course of time. **The Candidates are advised to go through the website www.calcuttahighcourt.gov.in regularly for latest update.**
- s. Instructions are to be complied with strictly by the candidates in the examination. No T.A. /D.A. shall be given to the candidates for appearing in any stage/event of this recruitment process.
- t. The High Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examination.
- u. Information uploaded on the website shall not be provided to the candidate under R.T.I. Act, 2005. The uploaded information on the website shall be retained for a specific period. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In course of the recruitment examination, no application under the Right to Information Act, 2005 shall be entertained nor any information be provided. Factual information under R.T.I. Act shall be provided only after declaration of final results. Replies to inferential (speculative) question shall not be provided.
- v. In case it is detected at any stage of the recruitment or even later, that candidate does not fulfill the eligibility norms and/or that he has suppressed or truncated or misrepresented any material fact, the candidature shall stand cancelled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, the services of the relevant candidate may be terminated and he shall be liable for criminal proceedings.
- w. The character of a person participating in the process for direct recruitment to service must be such as to render him suitable in all respects for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.
- x. No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.
- y. In case of any dispute, the decision of the Hon'ble the Chief Justice shall be final.
- z. For further announcement, all concerned are requested to follow the Court's website www.calcuttahighcourt.gov.in.

Sd/-
Registrar General
High Court at Calcutta

Dated, Calcutta, the 20th November, 2025