

High Court at Calcutta, Original Side
Advertisement Reference. **HCOS/AR/RO/SR/ST/2009**

N O T I C E

Applications are invited from the Indian Citizens for filling up the vacancies in the following posts on the Original Side of this Hon'ble High Court, against respective permanent vacancies.

Serial No.	Name of the Post	Number of vacancies
1.	Assistant Registrar	01
2.	Assistant Registrar (Court Recording)	05
3.	Stamp Reporter	01
4.	Shorthand – Typist to the Registrar, Original Side	01

The particulars of qualifications and other eligibility criteria are given below for respective posts.

Serial No. 1 Assistant Registrar (from legal profession)

The appointment will be made at the first instance purely on a temporary basis in the existing scale of pay of Rs.8,000 – 13,500/- with higher initial start at Rs. 9,100/- + 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 on either side.

The candidate must be a Law Graduate and a Practising Advocate having knowledge of the vernacular of the State of West Bengal and should be well versed in Law including the High Court Original Side Rules, practice and procedure of the High Court, Original Side, Calcutta, Civil Procedure Code, Constitution of India, General English (only precis writing), General Knowledge.

Serial No. 2 Assistant Registrar (Court Recording)

The appointment will be made to the candidates at the first instance purely on a temporary basis in the existing scale of pay of Rs.8,000 – 13,500/- with higher initial start at Rs. 9,100/- + 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 on either side.

Candidates for the post must have passed Higher Secondary examination of the West Bengal Council of Higher Secondary Education or an equivalent examination of a statutory Indian and other University and/or Institution and having knowledge of the vernacular of the State of West Bengal and good knowledge in English language and should be able to take down depositions of witnesses and judgements in Shorthand at a speed of at least 160 words per minute and transcribe those in "typewritten form" in English at a speed of at least 40 words per minute with the aid of a Computer accurately. The selection for the post will be made on the result of a competitive test.

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

Serial No. 3 Stamp Reporter

The appointment will be made at the first instance purely on a temporary basis in the vacancy reserved for O.B.C. candidates with the existing scale of pay of Rs.8,000 – 13,500/- with other usual allowances admissible under the Rules and terminable at any time on one month's notice on either side.

The candidate must be a Law Graduate and a Practising Advocate having knowledge of the vernacular of the State of West Bengal and workable knowledge in Hindi and should have the thorough knowledge in the following legal subjects : (a) The Court

Fees Act ; (b) The Indian Stamp Act ; (c) Registration Act ; (d) Limitation Act ; (e) Code of Civil Procedure ; and (f) Evidence Act.

In addition thereto the knowledge of the Rules of the Original Side, High Court at Calcutta is essential.

Serial No. 4 Shorthand – Typist to the Registrar, Original Side

The appointment will be made to the candidates belonging to Scheduled Tribe, at the first instance purely on a temporary basis in the existing scale of pay of Rs.4,000 - 8,850/- with higher initial start at Rs. 4550/- with other usual allowances admissible under the Rules and terminable at any time on one month's notice on either side.

Candidates for the post must have passed Higher Secondary examination of the West Bengal Council of Higher Secondary Education or an equivalent examination of a statutory Indian and other University and/or Institution and having knowledge of the vernacular of the State of West Bengal and good knowledge in English language and should be able to take down dictation in Shorthand at a speed of at least 120 words per minute and transcribe those in "typewritten form" in English at a speed of at least 30 words per minute with the aid of a Computer accurately. The selection for the post will be made on the result of a competitive test.

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

If suitable Scheduled Tribe candidate is not available, in that event, the said reserved vacancy will be filled up by a suitable General candidate.

Applications for each category be made stating Full Name, Father's/Husband's Name, Postal Address, Age, Date of birth, Educational qualifications, Date of Enrolment with Bar Council of West Bengal with all the supporting documents and particulars in

details about the experience of legal work, specifically on the Original Side, High Court, Calcutta, (only in respect of application for the post of Assistant Registrar and Stamp Reporter) accompanied by (i) three recent passport-size- photographs (one to be affixed at the top right corner of the application and other two to be stitched 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 and fifty) only for general candidates and Rs.100/- (Rupees one hundred) only for S.C & S.T. and physically disabled candidates through crossed Indian Postal Order, must be purchased on a date after publication of this notice and endorsed to **“The Registrar, Original Side, High Court at Calcutta”**, payable at **G.P.O., Kolkata**.

Admit Card inscribing the date, time and venue scheduled for the test will be issued only to those candidates whose application will be found in order. The candidates for the post of Assistant Registrar and Stamp Reporter will be required to appear at a separate Written Test of 150 marks for Assistant Registrar, 100 marks for Stamp Reporter on the abovementioned subjects to be answered within 3 hours.

Age of the candidate applying for all the abovementioned post should not be more than 32 years of age on 01.01.2009 excepting the S.C. and S.T. who will, get relaxation by 5 years over the upper age limit as stipulated hereinbefore.

Candidates want to apply for more than one category of posts must submit separate application upon fulfilling of all requirements. The applications must reach the undersigned before **4.45 p.m. on 20th April, 2009**. The candidates may download the application format from the Calcutta High Court web-site i.e. <http://www.calcuttahighcourt.nic.in>

The 23rd March, 2009.

**Sd/-
Registrar,
High Court, Original Side.
Calcutta.**