

OFFICE OF THE REGISTRAR
CIRCUIT BENCH OF CALCUTTA HIGH COURT
AT PORT BLAIR

Dated the 10th August, 2018

EMPLOYMENT NOTICE

Applications are invited from Indian Citizens who possess the requisite qualification for appointment to the following posts, namely, PA/Stenographer to the Hon'ble Judges and Higher Grade Clerk in the establishment of the Circuit Bench of Calcutta High Court at Port Blair. The appointment will initially be made purely on temporary basis, but are likely to be made permanent.

Recruitment to the post of PA/ Stenographer (Unreserved)

1.	Name of the Post	PA / Stenographer
2.	Number of Post	1 (One)
3.	Classification	High Court Service Class-III
4.	Scale of Pay	Rs. 4000-100-6000 (as per VIIth Pay Commission the scale of pay would be PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400/-)
5.	Age	Not less than 18 years and not more than 30 years on the date of application (upper age limit is relaxable by five years in case of Scheduled Caste and Scheduled Tribe (Candidates only))
6.	<u>Qualifications :</u> (i) Essential (ii) Desirable	a) Passed Senior Secondary School/ Higher Secondary Examination or its equivalent b) Speed in Shorthand @ 120 words per minute and Typewriting @ 30 words per minute Working knowledge in Computer
7.	Period of probation if any	Two years on temporary basis and one year on probation

Contd... 2/-

Recruitment to the post of Higher Grade Clerk (Unreserved)

1.	Name of the Post	Higher Grade Clerk
2.	Number of Post	1 (One)
3.	Classification	High Court Service Class-III
4.	Scale of Pay	Rs. 4000-100-6000 (as per VIIth Pay Commission the scale of pay would be PB-1 Rs. 5200-20200 + Grade Pay Rs. 2400/-
5.	Age limit for direct recruits	Not applicable
6.	Educational and other Qualifications required for direct recruits	<u>Essential</u> i) Should have Passed Senior Secondary School ii) Should have 30 words per minute speed in English Typewriting iii) 5 years experience as Lower Division Clerk in the Branch of Establishment / Accounts / Planning <u>Desirable :</u> Should have knowledge in Operating the Computer
7.	Period of probation if any	In case of direct recruitment, two years on temporary basis and one year on probation
8.	Method of recruitment whether by direct or by promotion or by deputation / transfer and percentage of the vacancies to be filled by various methods	Promotion from Lower Division Clerk, providing the post of LDC is sanctioned. Till then the appointment may be made from High Court / District Court / Other Government Departments

Eligible candidates may apply on plain paper (neatly hand written or typed) of A-4 Size (210 mm x 297 mm) addressed to the Registrar General, High Court, Calcutta or the Registrar, Circuit Bench of Calcutta High Court at Port Blair, Andaman & Nicobar Islands, giving the particulars as follows:

- 1) Full Name of the Candidate (In Capital / Block letters)
- 2) Father's / Husband's Name
- 3) Name of the Post applied for

- 4) Date of Birth
- 5) Actual Age on the date of application
- 6) Address (Present and Permanent) with Telephone / Mobile Nos., if any
- 7) Essential Qualifications (as required for the post)
- 8) Other Qualifications, if any
- 9) Experience, if any
- 10) Nationality
- 11) Whether belongs to SC/ST

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

Statements made under serial nos. 4, 7, 8, 9 & 11 must be supported by the attested copies of proper documents / certificates.

Each application must be accompanied by:

- A) 02(Two) recent passport size photographs signed by the candidates (One to be pasted on the top right hand corner of the application and the other to be stitched with the application.)
- B) One self addressed envelope (25 cm X 11 cm) with postal stamp of Rs. 5/- to be affixed thereon.
- C) Two character certificates from two respectable persons.
- D) E-mail address if any.

Mode of Selection:

Candidates whose applications will be considered to be in order in all respects shall be required to undergo competitive test followed by interview as mentioned below:

For Stenographer / PA

- i) To undergo competitive test in Shorthand and in Typewriting in English
- ii) Candidates selected on the basis of the result of the Shorthand and Typewriting Test shall be required to appear in the interview.

For Higher Grade Clerk

- i) To undergo competitive test in Typewriting in English.
- ii) Candidates selected on the basis of the result of the Typewriting test shall be required to appear in the interview.

Admit Cards containing Venue, date and time of the Test / Interview will be sent to the candidates by post. Candidates called for Test / Interview shall be required to appear at the Test and Interview at their own expenses.

Candidates already in service under Government/ Public Sector Undertakings should apply through proper channel. Separate applications must be submitted along with all documents, if a candidate intends to apply for both the posts.

Incomplete application / unsigned application or the application received after due date will not be considered.

Once appointed, matter regarding service, seniority, promotion etc. shall be regulated by the Rules of the Circuit Bench of Calcutta High Court at Andaman and Nicobar Islands.

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

The application must be submitted in a closed envelop super scribing thereon the name of the post applied for addressed to the Registrar General, High Court, Calcutta to the Registrar, Circuit Bench of Calcutta High Court at Port Blair, Andaman & Nicobar Islands within 4:45 p.m. on or before 11.09.2018.

Registrar
Circuit Bench of Calcutta High Court
At Port Blair
