

**HIGH COURT AT CALCUTTA****APPELLATE SIDE****NOTIFICATION****Advertisement No.5442-RG****Dated, the 20<sup>th</sup> day of December, 2018**

Online applications in the prescribed format are invited from eligible Indian citizens possessing knowledge in the vernacular of the State for the preparation of a panel for filling up the vacancies of 200 posts of Lower Division Assistant on the Original Side and on the Appellate Side establishments of the High Court at Calcutta. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

**2. Scale of Pay:**

Pay Band- 02 of Rs. (5,400/- 25,200/-) with minimum pay of Rs. 6,570/- with Grade Pay of Rs. 2,600/- along with other allowances as admissible under the relevant rules.

**3. Classification of vacancies:**

Sl. No.	Categories	Number of vacancies		
		Original Side	Appellate side	TOTAL
1.	Unreserved	12	46	58
2.	Unreserved (Exempted Category)	07	24	31
3.	Unreserved (Ex-serviceman)	03	07	10
4.	Unreserved (Meritorious Sportspersons)	02	03	05
5.	Unreserved (PWD) (Hearing Impairment)	01	01	02
6.	Unreserved (PWD) (Loco Motor Disability or Cerebral Palsy)	01	01	02
7.	Unreserved (PWD) (Blindness or Low Vision)	01	02	03
8.	Scheduled Castes	02	06	08
9.	Scheduled Castes (Exempted Category)	03	11	14
10.	Scheduled Castes (Ex-serviceman)	01	03	04
11.	Scheduled Tribes	04	15	19
12.	Scheduled Tribes (Exempted Category)	03	08	11
13.	O.B.C (A)	03	10	13
14.	O.B.C (A) (Exempted Category)	01	04	05
15.	O.B.C (B)	03	08	11
16.	O.B.C (B) (Exempted Category)	01	03	04

❖ PWD stands for Persons with Disabilities.

**4. Age Limit:**

- Age not less than 18 years and not more than 40 years as on 1st January, 2018 (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates of **West Bengal only**). In case of Persons with disabilities, the upper age limit is relaxable up to 45 years.
- Candidates belonging to Ex-serviceman sub-category will get upper age relaxation as per the existing Government Rules.
- Age as recorded in the Madhyamik (10<sup>th</sup> standard) or Equivalent examination issued by any recognized Board/Council will only be accepted.

**5. For Meritorious Sportspersons:**

The following categories of sportspersons shall be considered meritorious:

(i) Athletics (including Track and Field events), (ii) Badminton, (iii) Basketball, (iv) Cricket, (v) Football, (vi) Hockey, (vii) Swimming, (viii) Table Tennis, (ix) Volley ball, (x) Tennis, (xi) Weightlifting, (xii) Wrestling, (xiii) Boxing, (xiv) Cycling, (xv) Gymnastics, (xvi) Judo, (xvii) Rifle Shooting, (xviii) Kabadi and (xix) Kho-Kho.

- The Meritorious Sports person candidates must produce self-attested photocopies of requisite certificates issued by the respective competent authorities as follows :

Area	Competent Authority
International Competition	Secretary of the National Federation/National Association of the concerned discipline.
National Competition	Secretary of the State Association of the concerned discipline.
Inter-University Tournament	Dean/Director of Sports or other officer in overall charge of Sports of the University concerned.
National Sports/Games for School Education	Director or Deputy Director in overall charge of Sports/Games for schools in the Directorate of School Education, West Bengal.

**6. For Persons with Disabilities (PWD):**

- Benefits of reservation will be given to the candidates with disabilities of at least 40% and above;
- Benefits of age relaxation for candidates with disabilities of at least 40% and above will be admissible to all such candidates as per relevant Rules & Regulations;
- Any person with disabilities as stated, under respective reserved sub-categories will be directed to furnish his/her self attested photocopy of Disability Certificate in prescribed form in support of his/her claim, issued by a competent authority as per the provisions of the West Bengal Person with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995, i.e. by **a Medical Board constituted at any Government Medical College Hospitals, District Hospitals or Sub-divisional Hospitals** at the time of final selection;

- d) Candidates having disability of less than 40% shall be treated as **unreserved candidates** and therefore shall not get benefit of reservation/ age relaxation;

**NB: 1. The SC/ST/OBC candidates of other States shall be treated as Unreserved candidates.**

**2. Sponsored candidates belonging to Ex-serviceman and Exempted categories shall also apply online.**

**3. Non sponsored candidates of Exempted category and Ex-serviceman category may also apply online directly with requisite examination fees as applicable.**

**7. Educational Qualification:**

1. Must have passed in the Higher Secondary Examination (12<sup>th</sup> standard) from the West Bengal Council of Higher Secondary Examination or its Equivalent examination from a recognized Council/ Board.
2. Must have knowledge in the vernacular of the State.

**8. Examination Fees, Examination Centre and Duration of Examination:**

The following examination fees are required to be paid by the candidates:

<b>Categories</b>	<b>Fees (Non-Refundable)</b>
SC for the <b>State of West Bengal</b>	Examination Fees Rs. 250/- (+bank charges extra)
ST for the <b>State of West Bengal</b>	
All other categories and sub-categories of candidates mentioned in <b>the classification of vacancies (under serial number 3) those</b> who are applying directly	Examination Fees Rs. 500/- (+bank charges extra)

- **No fees need to be paid by the candidates belonging to Exempted categories and Ex-serviceman categories whose names will be sponsored by the appropriate authority/authorities.**
- **For payment of fees through Debit Card of any bank, “bank charge” is not required to be paid. For other modes of online payment of fees necessary bank charges, as applicable, are required to be paid.**

The candidates can pay examination fees through **offline** mode by downloading the challan from the website which shall be tendered in any branch of United Bank of India. For offline payment Rs. 24/- has to be paid as bank charge.

**FEES ONCE PAID WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES.**

**Examination Centres (District wise & Sub-Division wise):-**

<b>DISTRICT</b>
Howrah
24-Parganas (North)
24-Parganas (South)
Kolkata

<b>SUB-DIVISION</b>
<i>Siliguri</i>
<i>Berhampur at Murshidabad</i>
<i>Medinipore Sadar at Paschim Medinipore</i>
<i>Burdwan Sadar at Purba Burdwan</i>

## 9. **Mode of Selection :-**

### ▪ **Preliminary Screening Test (Stage-I):**

On successful submission of the online applications, candidates are required to undergo a Preliminary Screening Test (OMR based) which shall be as follows:

<b>Preliminary Screening Test (Time 90 minutes)</b>	<b>SUBJECTS</b>	<b>Total Marks</b>
	<b>1. Arithmetic</b>	<b>100</b>
	<b>2. General Knowledge and Computer Proficiency</b>	
	<b>3. General Intelligence</b>	
	<b>4. English</b>	

- There shall be total hundred (100) questions and each question shall carry one (1) mark.
- There shall be negative marking of one (1) mark for each wrong answer.
- The question papers shall be available in **English** language only.
- There will be four (4) series of question booklets.
- Marks obtained by the candidates in Preliminary Screening Test shall not be carried forward in the further stages. Admit Cards issued at the inception shall be valid for further stages of examination including viva-voce.

### ▪ **Competitive Written Test (Stage-II):**

- Candidates selected and shortlisted in the Preliminary Screening Test (OMR based) are required to appear in a Competitive Written Test in i) Arithmetic, ii) English essay and précis writing and iii) General Knowledge. Each subject shall carry hundred (100) marks, aggregating to three hundred (300) marks and the duration of Competitive Written Test shall be of three (3) hours in single seating.
- Candidates securing forty per cent (40%) of the marks in each of the three (3) subjects and fifty per cent (50%) in the aggregate, shall be considered to have passed the Competitive Written Test.
- A certain number of candidates will be selected category wise, according to merit, as qualified candidates (as per vacancy ratio) for viva-voce from the candidates those who have secured pass marks.

### ▪ **Viva-Voce Test (Stage-III):**

- Candidates securing qualifying marks and selected in order of merit shall be required to appear at viva-voce test of hundred (100) marks.
- The marks obtained in Competitive Written Test and viva-voce shall be considered at the time of preparing final merit list.
- If at any stage(s) of selection process a candidate remains absent, his/her candidature shall be cancelled without making any further intimation to him/her.

## 10. **Date & Venue of the OMR based Examination:**

Date and venue of the OMR based examination shall be intimated to the candidates through Admit Card which can be downloaded. Without downloaded Admit Card, no candidate will be allowed to enter in the Examination Hall.

## 11. **Time of OMR based examination:-**

Duration of OMR based examination shall be from 12 Noon to 1:30 P.M.

**12. Important Notes for filling up online application:**

- a. On successful online submission of application, a unique application registration number (ARN) with random individual password will be allotted to each applicant. It can be needed for further login;
- b. Online edit option shall be provided to take care of mistakes made by candidates and the candidates shall be prompted to modify the same, if required, before final submission of the applications;
- c. The online submission of the applications shall close at 00.00 hours (midnight) on the last date fixed for online submission of applications;
- d. Once final submission of application has been made, the data will frozen and **NO further changes will be allowed**;
- e. Request for change of examination centre shall **NOT** be entertained.
- f. The candidates will not be permitted to enter the examination centre after the commencement of the examination. They are directed to report at the examination centres **two and a half hours** before the commencement of the examination.
- g. The candidates are advised to read the instructions printed on the Admit Cards carefully and follow those instructions strictly during the process of examination.
- h. Separate Admit Card shall be available online for the scribe of the candidates belonging to Unreserved (PWD) (Blindness or Low Vision) category and Unreserved (PWD) (Locomotor or Cerebral Palsy) category.
- i. Interpreter shall not be provided in Preliminary Screening Test (OMR based) and Competitive Written Test for the candidates belonging to Unreserved (PWD) (Hearing Impairment).
- j. **Candidates are requested to attend the examination centre, only with downloaded Admit Cards and photo identity proof (in original) along with ball point pen.**
- k. **Anything written or pasted on the downloaded Admit Card shall not be entertained and may entail even rejections of candidature.**

1.

***For any Technical Support, contact the following HELPDESK nos. and E-mail ID during working days (Monday – Saturday) between 09.00 A.M. and 07.00 P.M.***

<b>Helpdesk E-mail ID for Registration</b>	<a href="mailto:chcldarecruitment@gmail.com">chcldarecruitment@gmail.com</a>
<b>Help Desk phone number for Registration</b>	+91 8697303379
	+91 8337099695
<b>Help Desk phone Number &amp; Email ID for online payment gateway</b>	<a href="mailto:kolkataops@billdesk.com">kolkataops@billdesk.com</a>
	033-40035104 (10 A.M. to 5 P.M. Monday to Friday and 10 A.M. to 2 P.M. on Saturday)
<b>Help Desk phone number for offline payment in UBI Branches</b>	033-22625469 (within banking hours)

**13. Admit Card :-****NO ADMIT CARD WILL BE SENT BY POST.**

The candidates are required to download and take a printout of Admit Card. The candidates must take note of the fact that their candidature will be strictly provisional and if they do not fulfill the eligibility criteria in all respect, their candidature will be cancelled at any stage of examinations/tests or even at the time of verification of testimonials.

There will be a provision for obtaining duplicate Admit Cards from the portal.

**14. Candidates Claiming Reservations:**

- a) The candidates belonging to SC/ ST and OBC-A and OBC-B categories must possess the certificates in the form as prescribed by the Government of West Bengal and issued by the Competent Authority.
- b) The candidates claiming reservation under Person with Disability / Ex – Servicemen/Exempted category / Meritorious Sports Person must possess the Certificates issued by Competent Authorities.
- c) The candidates claiming relaxation of upper age limit shall produce relevant certificate issued by the competent authority at the time of verification of documents.
- d) The candidates claiming benefits under Sl. No. 13 (a) to (c) above shall possess the relevant certificates, issued by the competent authorities on or before the last date of applying.
- e) The candidates who are in service of Union of India/State Governments or their undertaking shall possess the **“No Objection Certificate”** issued by the authority and produce the same at the time of verification of documents/further tests.

**15. GENERAL INSTRUCTIONS/CONDITIONS**

- a. **Applications can be submitted only through online mode and no offline applications will be entertained.**
- b. The candidates are advised to go through the website [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in) regularly for the latest update and information.
- c. The candidate is required to go through the 'general instructions/conditions' before filling the online application form.
- d. Candidates are requested to read the Advertisement and when satisfied about the eligibility conditions of the Advertisement, then only apply.
- e. It is to be noted that if a candidate has been allowed to appear in the examination/test, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility shall be finally verified by the concerned Appointing Authority. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of online application form.
- f. The candidates are required to submit online 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 of the selection process 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.

- g. The candidates are required to submit only online application forms in the prescribed format through the link available on website [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in).
- h. Every candidate should mention his/her name and Date of Birth in the Application Form as per the **Madhyamik/Equivalent Examination (10<sup>th</sup> standard)** issued by the recognized Board/Council.
- i. **No subsequent request for its change in filled up online application forms will be considered or granted.**
- j. The candidates should keep two printouts of the duly filled online application form submitted by them, for their record and for future reference.
- k. 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 No Objection Certificate (NOC) as and when called for.
- l. **THE CANDIDATES SHALL PRODUCE ALL CERTIFICATES IN ORIGINAL WHICH HE HAD RELIED UPON AT THE TIME OF FILLING UP HIS ONLINE APPLICATION, DURING VERIFICATION OF DOCUMENTS.**
- m. 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 centre.
- n. Mobile phones, pagers, Bluetooth devices, calculators and any other electronic gadgets/communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail immediate elimination and necessary action.
- o. Canvassing in any form and use of unfair means during the examinations/tests will disqualify the candidature of the applicant.
- p. The venue and date of the examinations/tests along with Roll Numbers will be intimated through Admit Cards.
- q. The Selection Committee reserves right to alter the number of vacancies and modify/rectify the same.
- r. The decision of 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.

- s. The 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.
- t. The results shall be displayed on the official website [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in) and information with regard to the next stage of examinations 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](http://www.calcuttahighcourt.gov.in) regularly for latest update.**
- u. Instructions are to be complied with strictly by the candidates in the examinations. No T.A. /D.A. shall be given to the candidates for appearing in the examinations/tests.
- v. The High Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examinations.
- w. 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 examinations, no application under the Right to Information Act, 2005 shall be entertained nor any information can 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.
- x. 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.
- y. 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.
- z. Candidates are required to produce necessary medical certificate as required for their candidature at the time of appointment/joining.
- aa. 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.
- bb. In case of any dispute, the decision of the Hon'ble the Chief Justice shall be final.
- cc. For further announcement, all concerned are requested to follow the Court's website [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in)



## 16. IMPORTANT DATES FOR FIRST PHASE OMR BASED EXAMINATION

EVENTS		DATES
1.	Commencement of online submission of application by the candidates	<b>20.12.2018</b>
2.	Closing of online submission of application	<b>19.01.2019</b>
3.	Last date for payment of fees through <b>offline</b>	<b>17.01.2019</b>
4.	Commencement for downloading Admit Cards	<b>09.02.2019</b>
5.	Last date for downloading Admit Cards	<b>24.02.2019 (12.00 Noon)</b>
6.	Tentative date of the OMR based written examination	<b>24.02.2019</b>
7.	Tentative date of the publication of category wise merit list for candidates those who have appeared in the OMR based test	<b>10.03.2019</b>

❖ *The calendar for second phase onwards examination will be notified later on.*

## 17. INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION.

- i. Click on the “Registration for New User” button in the online portal of Calcutta High Court, after reading carefully the “Notification” and ensuring that you are eligible to apply.
- ii. On clicking the “Registration for New User” button, the candidate will be taken to the registration page where they need to fill the concerned details.
- iii. Enter the basic details like name, father’s name or husband’s name, mother’s name, gender, marital status, date of birth, category, Nationality, Aadhaar number etc. in the respective fields provided. **The candidates belonging to the State other than the State of West Bengal will be considered only as Unreserved candidate.**
- iv. Choose the appropriate options in the fields asking about, (i) Exempted category, (ii) Meritorious Sportspersons, (iii) Persons With Disabilities, (iv) Ex-Servicemen and (v) Government Employees. If the candidate belongs to Exempted or Ex-servicemen categories, the Employment Exchange details should be provided in the appropriate field.
- v. For sponsored candidates, it is mandatory to submit the documents relating to sponsorship during the time of verification of documents.
- vi. PWD candidates should select the type of disability and scribe facility can be availed for Visually Handicapped candidates and candidates having Loco Motor disability or Cerebral Palsy etc. No interpreter will be provided during Preliminary Screening Test and Competitive Written Test.
- vii. Candidates are requested to choose their preferred examination centre from the list of options provided in the dropdown list. The communication details should be entered by the candidate in the respective fields. After filling up of the allotted seats in each examination centre, no further allotment in that centre will be permissible.
- viii. A final declaration has to be checked on confirmation about the details entered above are valid and correct to the best of the candidate’s knowledge.
- ix. **On completion of the registration stage, a unique registration number will be generated, which shall be used along with date of birth (DOB) for all further representations and login purpose.**

- x. After registration the candidate should click the “Sign In for Existing User” button in the portal, and then will be redirected to the Payment Stage where candidates need to pay examination fees, as per the notification.
- xi. (a) A candidate may tender examination fees either online or offline.  
(b) After successful **offline payment** of examination fees, it takes a maximum of 48 hours for verification of payment and only then the candidate shall proceed to the next stage.
- xii. Once the payment gets verified, it is mandatory for all the candidates to upload the photo and signature with the prescribed specifications, as mentioned.
- xiii. On submission of online application a printout of the application form must be obtained for future reference.
- xiv. Intimation will be send to the candidates through **SMS** for downloading Admit Cards by using their **Unique Registration Number and DOB**.

Apply Online at <https://www.i-register.co.in/chclhareglive18/index.html>

**Sd/-**  
**Registrar General**  
**High Court at Calcutta.**