

HIGH COURT AT CALCUTTA
APPELLATE SIDE
N O T I F I C A T I O N

Advertisement No.4441-RG

Dated, the 28th day of September,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 existing and expected vacancies of 221 posts of Group D (Farash/Peons/Orderly/Barkandaz/Darwan/ Night Guard/ Cleaner) 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-1 *i.e.* Rs. 4900/- -- Rs. 16,200/- with Grade Pay of Rs. 1700/- along with other allowances as admissible under the relevant rules.

3. Classification of vacancies:

Sl. No.	Category	Number of Vacancy
1.	Unreserved	64
2.	Unreserved (Exempted Category)	32
3.	Unreserved (Ex-serviceman)	11
4.	Unreserved (Meritorious Sportspersons)	4
5.	Unreserved (PWD) (Hearing Impairment)	3
6.	Unreserved (PWD) (Loco Motor Disability or Cerebral Palsy)	2
7.	Unreserved (PWD) (Blindness or Low Vision)	2
8.	Scheduled Castes	30
9.	Scheduled Castes (Exempted Category)	14

10.	Scheduled Castes (Ex-serviceman)	5
11.	Scheduled Tribes	6
12.	Scheduled Tribes (Exempted Category)	7
13.	Scheduled Tribes (Ex-serviceman)	3
14.	O.B.C (A)	12
15.	O.B.C (A) (Exempted Category)	8
16.	O.B.C (A) (Ex-serviceman)	3
17.	O.B.C (B)	8
18.	O.B.C (B) (Exempted Category)	5
19.	O.B.C (B) (Ex-serviceman)	2

4. **Age Limit:**

- a. 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.
- b. Candidates belonging to Ex-serviceman will get upper age relaxation as per the existing Government Rules.

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:

- a) Benefits of reservation will be given to the candidates with disabilities of at least 40% and above;
- b) 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;
- c) 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 Class – VIII. **Graduate candidates are not be eligible to apply.**
2. Must have knowledge of reading and writing Bengali and English.

8. **Examination Fees:**

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

Category	Fees(Non-Refundable)
SC for the State of West Bengal	Examination Fees Rs.150 /- (+ bank charges extra)
ST for the State of West Bengal	
All other categories of candidates mentioned in the classification of vacancies (under point 3) those who are applying directly.	Examination fee Rs.400/- (+ 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.

9. **Mode of Selection :-**

On successful submission of the online applications, candidates are required to undergo a competitive written examination (**OMR based**) which shall be as follows:

Written Examination (Time 75 minutes)	SUBJECTS	Maximum Marks
	1. Arithmetic	100
	2. General Knowledge	
	3. General Intelligence	
	4. English	

- There shall be total fifty (50) questions and each question shall carry two (2) marks.
- There shall be negative marking of one (1) mark for each wrong answer.
- The question papers shall be available in English, Bengali, Hindi and Nepali.
- There will be four (4) series of question booklets.
- Candidates selected and shortlisted in the written test (OMR based) are required to appear at a further test / Interview for selection.
- The Hon'ble Selection Committee has the discretion to fix the minimum qualifying marks (cut off marks) for the written test (OMR based).
- 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, Time & Venue of the Examination:

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

11. 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 need 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 application shall close at 00.00 hours (midnight) on the last date fixed for online submission of application;
- d. Once final submission of application has been made, the data will frozen and **NO** further changes will be allowed;
- e. Request for change for 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 examination centres **one and a half hours** before the commencement of the examination.
- g. The candidates are advised to read the instructions of the Admit Cards carefully and follow them strictly during the process of examination.
- h. Separate Admit Card is available online for the scribe of the candidates having blindness/low vision.

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.

Helpdesk E-mail ID for Registration	chcgroupdrecruitment@gmail.com
Help Desk phone number for Registration	08697303379
	08337099695
Help Desk phone Number & Email ID for online payment gateway	kolkataops@billedesk.com
	033-4003514 (10 A.M. to 5 P.M. Monday to Friday and 10 A.M. to 2 P.M. on Saturday)
Help Desk phone number for offline payment in UBI Branches	033-22625469 (within banking hours)

12. 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 note that their candidature will be strictly provisional, if they do not fulfill the eligibility criteria in all respect, their candidature will be cancelled at any stage of examination/test.

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

13. 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 and 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 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 Recruiting Agency/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 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.
- h. Every candidate should mention his/her name and Date of Birth in the Application Form as per the Class VIII Certificate or Madhyamik/Equivalent Examination issued by the recognized institution.
- i. **No subsequent request for its change 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 NOC as and when called for.
- l. The candidates shall produce certificates, issued by competent authority, in support of claiming reservation, categories and caste on prescribed proforma as per rules applicable thereto. The candidates belonging to ex-servicemen category have to submit his/her certificate mentioned thereon date of enrollment/appointment in service and date of retirement/discharged from the service. Every ex-servicemen candidate will also have to furnish an undertaking to the effect that he has not availed the benefits of reservation provided under ex-servicemen category for any post established or run by the Central/State

Government.

- m. Physically challenged candidates shall have to submit certificates issued in the prescribed format by the competent medical authority/Board indicating physical disability of not less than 40% at the time of verification of the documents.
- n. Meritorious Sportspersons claiming reservation in recruitment should submit certificates as required in the Advertisement at the time of verification of the documents.
- o. 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.
- p. 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 possible disciplinary action.
- q. Canvassing in any form and use of unfair means during the examination/test will disqualify the candidature of the applicant.
- r. The venue, date and time of the examination/test along with Roll Numbers will be intimated through Admit Cards.
- s. The Selection Committee reserves right to alter the number of vacancies and modify/rectify the same.
- t. 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.
- u. 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.
- v. The vacancies calculated and indicated in the advertisement are subject to change.
- w. 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.**

- x. 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 the examination/test.
- y. The High Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examination.
- z. 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 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.
- aa. 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.
- bb. 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.
- cc. Candidates are required to produce necessary medical certificate as required for his candidature at the time of verification.
- dd. 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.
- ee. In case of any dispute, the decision of the Hon'ble the Chief Justice shall be final.
- ff. For further announcement, all concerned are requested to follow the Court's website www.calcuttahighcourt.gov.in

IMPORTANT DATES

EVENTS		DATES
1.	Commencement of online submission of application by the candidates	28/09/2018
2.	Closing of online submission of application	29/10/2018 (00:00 Hrs)
3.	Last date for payment of fees through offline	27/10/2018 (within banking hours)
4.	Commencement for downloading Admit Cards	10/11/2018
5.	Last date for downloading Admit Cards	25/11/2018
6.	Tentative date of the OMR based written examination	25/11/2018
7.	Tentative date of the publication of category wise merit list	10/12/2018

INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION.

1. 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.
2. 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.
3. 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 a UR (unreserved) candidate.
4. 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.
5. For sponsored candidates, it is mandatory to submit the documents relating to sponsorship during the time of verification of documents.
6. 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.
7. Knowledge of reading and writing in both English and Bengali is mandatory.
8. 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.
9. Finally, candidates must provide the educational details as required. Candidate must have passed Class VIII. Graduate candidates are not eligible to apply.

10. 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.
11. **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.**
12. 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 application fees, as per point number 8 of the notification.
13. (a) A candidate may tender examination fees either online or offline.

(b) After successful **offline payment** of application fees, it takes a maximum of 48 hours for verification of payment and only then the candidate shall proceed to the next stage.
14. Once the payment gets verified, it is mandatory for all the candidates to upload the photo and signature with the prescribed specifications, as mentioned.
15. On submission of online application a printout of the application form can be obtained for future reference.
16. Intimation will be sent to the candidates through **SMS** for downloading Admit Cards by using their **Unique Registration Number and DOB**.

Sd/-
Registrar General
High Court at Calcutta.