

2021
THE HIGH COURT AT CALCUTTA
APPELLATE SIDE
N O T I F I C A T I O N

No. 33-RG

Dated, 04th day of January, 2021

Online applications are invited in the prescribed format from eligible Indian citizens for preparation of separate panels for filling up the following vacancies in the post of (1) Data Entry Operator, (2) System Analyst (Programming), (3) Senior Programmer & (4) System Manager, in the High Court at Calcutta, in the scale of pay mentioned below along with all other allowances as admissible under the 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 : Data Entry Operator

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
Data Entry Operator	153	UR – 45, UR (EC) – 24, UR (PWD) (HI) – 2, UR (PWD) (Blindness/LV) – 2, UR (PWD) (Locomotor/Cerebral Palsy) – 1, UR (Ex-Serviceman) – 6, UR (MSP) – 3, SC – 21, SC (EC) – 11, SC (Ex-serviceman) – 2, ST – 7, ST (EC) – 3, OBC-A – 10, OBC-A (EC) – 5, OBC-B – 8, OBC-B (EC) – 3	Level-6 (minimum pay Rs.24,100/-) Scale- Rs.22,700/-–58,500/-	Rs. 400/- + Bank Charge (as applicable)	Rs. 800/- + Bank Charge (as applicable)

Category No. 2: System Analyst (Programming)

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
System Analyst	3	UR – 1,	Level-16 (minimum	Rs. 600/-	Rs. 1200/-

(Programming)		UR (EC) – 1, SC – 1	pay NIL) Scale- Rs.56,100/-- 1,44,300/-	+ Bank Charge (as applicable)	+ Bank Charge (as applicable)
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Category No. 3 : Senior Programmer

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
Senior Programmer	1	UR - 1	Level-17 (minimum pay NIL) Scale-Rs.67,300/- -1,73,200/-	Rs. 700/- + Bank Charge (as applicable)	Rs. 1500/- + Bank Charge (as applicable)

Category No. 4 : 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
System Manager	2	UR – 1, SC - 1	Level-17 (minimum pay NIL) Scale- Rs.67,300/-- 1,73,200/-	Rs. 700/- + Bank Charge (as applicable)	Rs. 1500/- + Bank Charge (as applicable)

Essential Qualifications for Category – 1 (Data Entry Operator) :-

- (i) Must have passed Madhyamik Examination of the West Bengal Board of Secondary Education or its equivalent from a Government recognized Council or Board or Institution; and
 - (ii) Must have passed one year Diploma in Computer Application from recognized institution;
- and**
- (iii) Must possess a speed of not less than 8000 key depressions per hour.

Note : 1 – Candidate experienced in data entry job shall be given preference at the appropriate stage of this recruitment process.

Note : 2 – A candidate possessing a Bachelor Degree from a recognized University with Diploma in Computer Application from an institute recognized by any University or AICTE shall be given preference at the appropriate stage of this recruitment process.

Note : 3- Candidate having degree in Computer Application from any University or any Government recognized Institution may also apply, subject to his/her undertaking as provided in the online application form.

Essential Qualifications for Category – 2 [System Analyst (Programming)] :-

- (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 in any Public Sector Undertaking or Government or statutory body or in any Company, registered under the Companies Act.

Essential Qualifications for Category – 3 [Senior Programmer] :-

- (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.) as well as working experience in any Public Sector Undertaking or Government or statutory body or in any Company, registered under Companies Act. Eligible System Analyst (Programming) may also apply for this post;

Essential Qualifications for Category – 4 [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 also apply for this post;

Age for all the categories of posts :

Sl. No.	Category	Age (as on 01/01/2021)
1.	Data Entry Operator	Not less than 18 years and not more than 40 years. The upper age limit shall be relaxable in case of the candidates belonging to the Schedule 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 Analyst (Programming)	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 Schedule 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.
3	Senior Programmer	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 Schedule 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.
4	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 Schedule 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.

Mode of Selection for Category – 1 (Data Entry Operator):

Candidates shall undergo -

Phase- I : A competitive test on (i) **Computer proficiency** (ii) **General Knowledge** (iii) **Mathematics** and (iv) **English language**. This test will be OMR based/Computer Based Test (CBT). There will be 50 (fifty) questions each having 02 (two) marks. Total marks would be 100 (hundred). There will be 02 (two) marks for each right answer, while 01 (one) mark will be deducted for each wrong answer. The duration of the Phase- I examination will be of one (01) hour. The pass-mark of Phase-I examination will be 40 (forty) marks.

The marks obtained in the Phase-I examination would not be carried forward in the subsequent phases.

Phase- II : Successful candidates of Phase-I examination will be required to undergo a data entry speed test (key depression test). Total marks of key depression test will be 400 (four hundred).

Phase- III : Shortlisted candidates of Phase-II examination will be called for Interview/Viva-voce. The total marks of Interview/Viva-voce would be 100 (hundred).

The competitive test may be taken in such manner as the Appointing Authority may decide from time to time. After the entire selection process, a merit list including list of selected candidates along with a waiting list not exceeding 10% of the declared vacancies (valid for one year from the date of publication or such period, as the Appointing Authority may decide) of the successful candidates would be published in accordance with the existing vacancies.

Mode of Selection for Category – 2 (System Analyst [Programming]):

Candidates shall undergo a competitive test and viva-voce in such manner as the Appointing Authority may decide from time to time. Total marks for written competitive test would be **200 (two hundred)**. Candidates securing **60%** or above shall be called for Interview/Viva-voce test of **50 (fifty)** marks. The duration of written competitive test would be **02 (two) hours**. The Competitive test shall be on computer programming and on such topics as C, OOPs, HTML, Data Structures and Algorithms DBMS, Software Engineering, Computer Networks, Operating systems, Software Tools and Techniques. After the entire selection process, a merit list including list of selected candidates along with a waiting list not exceeding 10% of the declared vacancies (valid for one year from the date of publication or such period, as the Appointing Authority may decide) of the successful candidates would be published in accordance with the existing vacancies.

Mode of Selection for Category – 3 (Senior Programmer):

Candidates shall undergo a competitive test and viva-voce in such manner as the Appointing Authority may decide from time to time. Total marks for written competitive test would be **200 (two hundred)**. Candidates securing **60%** or above shall be called for Interview/Viva-voce test of **50 (fifty)** marks. The duration of written competitive test would be **02 (two) hours**. The Competitive test shall be on such topics as C, OOPs, HTML, UML, HTML, Data structure and Algorithms, operating Systems, Computer Networks, Software Engineering, Software Tools and Techniques, Windows Server Administration, Linux administration, Database administration. After the selection process through competitive test, a merit list along with a waiting list not exceeding 10% of the declared vacancies (valid for one year from the date of publication or such period, as the Appointing Authority may decide) of the successful candidates would be published in accordance with the existing vacancies.

Mode of Selection for Category – 4 (System Manager):

Candidates shall undergo a competitive test and viva-voce in such manner as the Appointing Authority may decide from time to time. Total marks for written

competitive test would be **200 (two hundred)**. Candidates securing **60%** or above shall be called for Interview/Viva-voce test of **50 (fifty)** marks. The duration of written competitive test would be **02 (two) hours**. The Competitive test shall be on programming, hardware, networking of computer and on such topics as C, OOPs, HTML, UML, HTML, Data structure and Algorithms, Operating Systems, Computer Networks, Software Engineering, Windows Server Administration, Linux administration, Database administration, Router Configuration and Security, IT application in Business. After the selection process through competitive test, a merit list along with a waiting list not exceeding 10% of the declared vacancies (valid for one year from the date of publication or such period, as the Appointing Authority may decide) of the successful candidates would be published in accordance with the existing vacancies.

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.

Regarding reservation :

For Meritorious Sports persons:

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.

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** as and when called;
- d) Candidates having disability of less than 40% shall be treated as **unreserved candidates** and therefore shall not get benefit of reservation/age relaxation under this category;
- e) **A candidate with benchmark disability and has physical limitation to write and scribe is essential to write examination on his/her behalf, such candidate is requested to follow the guidelines (as provided in Annexure- I) and to submit a certificate at the examination venue obtained from the Chief Medical Officer/ Civil Surgeon/ Medical Superintendent of a government health care institution. (Pro-forma of such certificate is attached as Annexure II).**
- f) **Candidate opting own scribe could require to submit details of scribe at the examination venue as per pro-forma provided at Annexure III.**

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 and Ex-Serviceman category will be called for from the respective authority/authorities.
- c) Candidates having valid EC Card/PPO in case of Exempted Category and Ex-serviceman Category, respectively, may also apply online directly with requisite examination fees, as applicable.
- d) The candidates belonging to SC, ST, 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.
- e) The candidates claiming reservation under Person with Disability / Ex - Servicemen/Exempted category/ Meritorious Sports Person must possess the Certificates issued by Competent Authorities.
- f) The candidates claiming relaxation of upper age limit shall produce relevant certificate issued by the competent authority at the time of verification of documents.
- 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.
- h) The candidates who are in service of Union of India/State Governments and their undertaking shall possess the **“No Objection Certificate”** which must be issued by the authority before submission of online application and the same has to be produced by the candidate at the time of verification of documents/further tests.

Important Notes for filling up online application:

- a. On successful online submission of application, a unique application registration number (ARN) will be allotted to each applicant, which is to be used by the candidate as his/her User-name/Login-id for further login. The date of birth of the candidate will be his/her password;
- 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 23:59 hours (midnight) on the last date fixed for online submission of application;
- d. Once final submission of application has been made, the data will be frozen and **NO** further changes will be allowed;
- e. Request for change for examination centre shall **NOT** be entertained.
- f. One candidate can submit more than one application with payment of proper examination fees, separately.
- g. The candidates will not be permitted to enter the examination centre after the commencement of the examination. The reporting time of all the candidates to their respective examination centers will be specified in their Admit Cards.
- h. The candidates are advised to read the instructions of the Admit Cards carefully and follow them strictly during the process of examination.

For any Technical Support, contact the following HELPDESK nos. and e-mail ID during working days (Monday – Saturday) between 09.30 A.M. and 06.00 P.M. The facility of help desk will be available from 12:00 PM on 11.01.2021 (MONDAY).

Helpdesk e-mail ID for Registration	chchelpdesk1@gmail.com
Help Desk Phone Number for Registration	Contact No. 1 – 9007658127 Contact No. 2 - 9007658136
Help Desk Phone Number & e-mail ID for online payment gateway	Contact No. – 040 27858105 ipghelpdesk@worldline.com
Help Desk phone number and e-mail id for offline payment in PNB Branches	Contact No. – 0124-4126404 cms1@pnb.co.in/cms2@pnb.co.in

Admit Card:-

NO ADMIT CARD WILL BE SENT BY POST

(Excepting those candidates whose names will be sponsored by the concerned Departments)

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.

The facility to download the Admit Cards will be closed after commencement of examination.

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 (Downloaded copy) Admit Card, no candidate will be allowed in the Examination Hall.

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 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 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 Madhyamik/Equivalent Examination issued by the recognized institution.
- i. No subsequent request for its change will be considered or granted.
- j. **FEES ONCE PAID WILL NOT BE REFUNDED UNDER ANY CIRCUMSTANCES. IN CASE OF ANY DISPUTE REGARDING ONLINE PAYMENT, THE CANDIDATE IS REQUIRED TO ADDRESS IT TO THE HELP DESK FOR ONLINE PAYMENT GATEWAY AS PROVIDED BELOW.**
- k. The candidates should keep two printouts of the duly filled online application form submitted by them, for their record and for future reference.
- l. 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.
- m. 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. 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.
- n. 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.
- o. Meritorious Sportspersons claiming reservation in recruitment should submit certificates as required in the Advertisement at the time of verification of the documents.
- p. 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.

- q. **IF ANY CANDIDATE REMAINS ABSENT AT ANY STAGE/EVENT OF THIS RECRUITMENT PROCESS, HIS/HER CANDIDATURE WILL BE CANCELLED.**
- r. The Court reserves the right to offer appointment to an empanelled candidate, to the posts of Data Entry Operator, System Analyst (Programming), Senior Programmer, System Manager on the Appellate Side or at the Circuit Bench at Jalpaiguri; not according to the preference/option of the applicant. Once appointed, the matters regarding service, seniority, promotion etc. in respect of an appointee will be regulated by the Rules of the particular Side or the Circuit Bench where he/she will be appointed.
- s. 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.
- t. Canvassing in any form and use of unfair means during the examination/test will disqualify the candidature of the applicant.
- u. The venue, date and time of the examination/test along with Roll Numbers will be intimated through Admit Cards.
- v. The Selection Committee reserves right to alter the number of vacancies and modify/rectify the same.
- w. 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.
- x. 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.
- y. The vacancies calculated and indicated in the advertisement are subject to change.
- z. 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.**

- aa. 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.
- bb. The High Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examination.
- cc. 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.
- dd. 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.
- ee. 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.
- ff. Candidates are required to produce necessary medical certificate as required for his candidature at the time of verification.
- gg. 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.

- hh. In case of any dispute, the decision of the Hon'ble the Chief Justice/Acting Chief Justice shall be final.
- ii. 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	11.01.2021 (MONDAY) (From 12:00 PM onwards)
2.	Closing of online submission of application	27.01.2021 (WEDNESDAY) (Till 11:59 PM)
3.	Last date for payment of fees through online	27.01.2021 (WEDNESDAY) (Till 11:59 PM)
4.	Last date for payment of fees through offline	27.01.2021 (WEDNESDAY) (Till Closure of Banking Hours)
5.	Last date of submission of application form for those candidates who opt for offline payment method	28.01.2021 (THURSDAY) (Till 11:59 PM)
6.	Commencement for downloading Admit Cards.	Shall be notified/uploaded on this website (www.calcuttahighcourt.gov.in) later on and shall be notified to the candidates through SMS and e-mail (on the registered phone number and e-mail id to be provided by the candidate)
7.	Last date for downloading Admit Cards.	
8.	Date, time & venue of examination.	Shall be specified on the Admit Card.

INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION.

THE LINK FOR SUBMISSION OF ONLINE APPLICATIONS WILL BE UPLOADED ONLY ON THIS WEBSITE (www.calcuttahighcourt.gov.in) BY 08.01.2021 (FRIDAY) WITHIN 04:00 PM, BUT THE SAID LINK WILL BE MADE LIVE/OPERATIVE FROM 12:00 PM ONWARDS ON 11.01.2021.

THE CANDIDATES ARE REQUESTED TO FOLLOW ONLY THIS COURT'S WEBSITE (www.calcuttahighcourt.gov.in) FOR FUTURE UPDATE & INFORMATION AND WAIT TILL THE DATE & TIME OF COMMENCEMENT OF ONLINE SUBMISSION OF APPLICATIONS ie; TILL 12:00 PM OF 11.01.2021 (MONDAY) FOR SUBMITTING THEIR ONLINE APPLICATIONS.

Date : 04.01.2021

Sd/-

**Registrar General
High Court at Calcutta**

ANNEXURE – I

GUIDELINES REGARDING PERSONS WITH DISABILITIES

Those candidates who are visually impaired and other candidates whose writing speed is affected permanently for any reason can use own scribe at own cost during the examination. In all such cases where a scribe is used, the following rules will apply:

- Please ensure you are eligible to use a scribe as per the Government of India rules governing the recruitment of Persons with Disabilities.
- The candidate will have to arrange his own scribe at his own cost.
- The scribe can be from any academic stream.
- Both, the candidate as well as the scribe, will have to give a suitable undertaking, in the prescribed format with passport size photograph of the scribe, confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe as mentioned above. Further, in case it later transpires that s/he did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the examination.
- **Such candidate who uses a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. (Blind/Low Vision candidates and other candidates whose writing speed is affected permanently for any reason, whether availing the facility of scribe or not shall be allowed compensatory time of 20 minutes and or part thereof for every hour of the examination.)**

- **Visually Impaired candidates under Blind/Low Vision, who use scribe, may skip the non-verbal questions, if any, in Test of Reasoning and questions on Table/Graph, if any, in Test of Numerical Ability. The candidates will be awarded marks for such Section based on the overall average obtained in other Sections of the respective test.**

Annexure-II

Certificate regarding physical limitation in an examinee to write

This is to certify that, I have examined Mr./Ms./Mrs.-
 _____(name of the candidate with disability), a person with
 _____(nature and percentage of disability as mentioned in the certificate of disability), S/o/ D/o
 _____, resident of _____
 (Village/ District/ State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

(Signature)

Chief Medical Officer/ Civil Surgeon/ Medical
 Superintendent of a Government health care institution

Name & Designation

Name of Government Hospital/ Health care center with

Seal

Place:

Date:

Note: Certificate should be given by a specialist of the relevant stream/disability (e.g. Visual impairment-Ophthalmologist, Locomotor disability-Orthopedic specialist/PMR).

ANNEXURE – III

DECLARATION

We, the undersigned, Shri/Smt/Kum. _____ eligible candidate for the _____ examination and Shri/Smt/Kum. _____ eligible writer (scribe) for the eligible candidate, do hereby declare that :

1. The scribe is identified by the candidate at his/her own cost and as per own choice. The candidate is blind/low vision and other candidates whose writing speed is affected permanently for any reason and s/he needs a writer (scribe) as permissible under the Government of India rules governing the recruitment of Physically Challenged persons.
2. As per the rules, the candidate availing services of a scribe is eligible for compensatory time of 20 minutes for every hour of the examination.
- 3. In view of the importance of the time element and the examination being of a competitive nature, the candidate undertakes to fully satisfy the Medical Officer of the Organization that there was necessity for use of a scribe as his/her writing speed is affected by the disabilities mentioned in Paragraph ‘1’ above.**
4. In view of the fact that multiple appearance / attendance in the examination are not permitted, the candidate undertakes that he/she has not appeared / attended the examination more than once and that the scribe arranged by him/her is not a candidate for the examination. Also, the same scribe cannot be used by more than one candidate. If violation of the above is detected at any stage of the process, candidature of both the candidate and the scribe will be cancelled.
5. We hereby declare that all the above statements made by us are true and correct to the best of our knowledge and belief. We also understand that in case it is detected at any stage of recruitment that we do not fulfill the eligibility norms and/or that the information furnished by us is incorrect/false or that we have suppressed any material fact(s), the candidature of the applicant will stand cancelled, irrespective of the result of the examination. If any of these shortcoming(s) is/are detected even after the candidate's appointment, his/her services are liable to be terminated. In such circumstances, both signatories will be liable to criminal prosecution.

I, _____(Scribe), am not a candidate for this recruitment.

Given under our signature and contact details:-

Signature of the Scribe Candidate

Signature of the Candidate
Roll No.:
Registration No.:

Postal Address of the Scribe Candidate

Postal Address of the Candidate

Mobile No. of the Scribe Candidate

Mobile No. of the Candidate

Landline No. of the Scribe Candidate

Landline No. of the Candidate



Signature of Invigilator