

HIGH COURT AT CALCUTTA

ORIGINAL SIDE

EMPLOYMENT NOTICE

Ref. No. 01-HCOS/TSL/2025

Dated, the 10th day of January, 2025

Applications are invited in the prescribed format from the eligible Indian citizens possessing knowledge in the vernacular of the State for preparation of a panel for filling up the 02 (Two) vacancies (as on 12.12.2024) in the post of Translator on the Original Side establishment of the High Court at Calcutta. The appointment will initially be made purely on temporary basis but are likely to be made permanent.

1. Classification of vacancies

SL. NO	CATEGORIES	NUMBER OF VACANCY AS ON 12.12.2024
1.	SCHEDULED CASTE	01
2.	UNRESERVED (E.C.)	01
	TOTAL	02

2. Scale of Pay

Pay Matrix Level 9 of (Rs.28,900-74,500) with Minimum Pay of Rs.29,800/- along with other allowances as admissible under the West Bengal Services (Revision of Pay & Allowance) Rules, 2019 adopted as an interim measure by the Hon'ble High Court at Calcutta.

3. Age Limit

- a. Age not less than 18 years and not more than 40 years as on date of publication of the Notice (Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates of **West Bengal only**).
- b. Age as recorded in the Admit Card/Certificate of Madhyamik (10th standard) or Equivalent examination issued by any recognized Board/Council will only be accepted.

The name of the eligible candidates belonging to UR (EC) category will be called from the Directorate of Employment, Labour Department, Government of West Bengal.

N.B. Non-sponsored Candidates belonging to UR (EC) category may also apply directly for the above mentioned post on depositing required examination fees.

4. Educational Qualification:

- a. Must have passed in the Higher Secondary Examination (12th standard) from the West Bengal Council of Higher Secondary Education or its Equivalent examination from a recognized Council/Board.
- b. Must have knowledge in the vernacular of the State.

Fees:

Examination fees for Scheduled Castes and Scheduled Tribes candidates for West Bengal, shall be Rs. 400/- and for rest categories of candidates, examination fees shall be Rs. 800/-. Examination fees shall be paid through bank challan payable at all branches of Punjab National Bank in India and to be paid in the Savings Bank Account No. **0091010372343**, in favour of the Registrar, Original Side, High Court, Calcutta.

Copy of bank challan is annexed herewith and same can be downloaded.

No fees need be given by candidates belonging to Exempted categories only whose names will be sponsored by the appropriate authorities.

4. Mode of selection :-

The examination for the captioned post shall consist of (1) Written test, (2) Viva-voce/Interview.

- Written test shall consist of passages in three (3) Indian languages namely, Bengali, Hindi and Nepali (10 marks for each passage) to translate into English and two passages (10 marks for each passage) for translation from English to Bengali and English to Hindi. The written test shall consist of 50 marks and viva-voce/interview shall consist of 10 marks.
- Qualifying marks in the written test shall be 60%. The qualifying marks in the viva-voce/interview shall be 40%.

Essential Supporting Documents Required :-

1. Three recent and identical passport size (coloured) photographs duly signed by the candidate on the front portion of application (one to be pasted on the top right corner of the application and others to be stitched/stapled with the application).
2. Two self-addressed envelope of the size of 25 cm x 11 cm with postal stamp of Rs. 45/- affixed on each of the envelope for further communication through registered/speed post.
3. Photocopy of self-attested documents in support of date of birth (Madhyamik or equivalent certificate/Admit card).
4. Photocopy of self-attested mark-sheets and certificates of Class 10th & 12th standard.
5. Photocopy of requisite Caste Certificate, Exempted Category Certificate, where applicable.
6. Filled in Bank Challan.

Closing Date:-

Applications must be submitted in a sealed envelope **mentioning therein the category and the post applied for on the top left corner**, which shall have to reach the **Office of the Registrar, Original Side, 1st Floor, Main Building, High Court at Calcutta, Kolkata – 700 001 on or before February 05, 2025.**

Any application reaching the office of the undersigned after the stipulated time shall not be considered, even though the same may have been posted well in advance.

General Instructions :-

1. Admit cards containing Venue, Date and Time of the Test will be sent to the candidates whose applications will be considered to be in order in all respect, by post. Candidates called for Test shall be required to appear at their own expenses.
2. Admission to the test/examination will be deemed provisional, subject to verification and determination of the candidate's eligibility and suitability in all respect. If at any stage of the process, a candidate is found to be ineligible for admission to the test in terms of the Notice, his/her candidature shall be cancelled without making any reference to him/her and without assigning any reason.
3. Application must contain the following particulars:- (1) Full name of the candidate (in capital letters), (2) Father's/Husband's Name, (3) Category, (4) Date of Birth, (5) Address (Present and Permanent, along with PIN code) with Telephone/Mobile number and E-mail Id, (6) Educational Qualifications, (7) Nationality, (8) Proof of depositing application fees with details of Bank Challan No., Date and amount and (9) Full signature of the candidate with date must be given at the bottom of the application.
4. Incomplete applications/unsigned applications/applications submitted without proper application fees and requisite documents will be summarily rejected. The application fees is not refundable in any case.
5. In case of any dispute, the decision of the Hon'bleThe Chief Justice/Acting Chief Justice shall stand final.
6. For further announcement, all concerned are requested to follow the Court's website www.calcuttahighcourt.gov.in.

Dated, Calcutta, the 10th January, 2025

Sd/-
Registrar, Original Side
High Court, Calcutta

**Prescribed Format
(Application Form)**

Affix your recent
passport size
photograph here.

1. Full Name:-
(In Capital Letters)
2. Date of Birth :-
(Certificate to be attached in proof of date of birth)
3. Age :-
(As on the date of application)
4. Sex (Male or Female) :-
5. Father's/ Husband's Name :-
6. Nationality :-
7. Religion :-
8. Whether belongs to SC / ST / OBC / UR(EC) / General :-
9. Whether Ex-Serviceman / Physically Handicapped / Sports Person :-
10. Whether you are presently employed in any organization :-
11. If yes, since when :-
12. Present Address :-
13. Permanent Address :-
14. Educational Qualification :-
(Certificates to be attached in proof thereof)
15. Details of Fees Paid :-
(Challan / Bank Draft, etc.)
16. Telephone/Mobile number
17. E-mail Id.

Place :-
Date :-

Signature of the Applicant

CAUTION: USE "FCMBR" MENU OPTION IN FINACLE INSTEAD OF "HTM"
Institute Code- RHCC Collection Code- RHCC
 Deposited at any branch of Punjab National Bank

(Bank's Copy)

Punjab National Bank DIST. NO.

Branch: _____

Client's Name: **Registrar, High Court at Calcutta, Original Side**

Account No: **0091010372343**

Name & Address: _____

Category: **GEN /SC /ST /OBC /EC**

Date Of Birth: _____

Last Date to remit money: _____

Post applied for: _____

Particulars of Deposit	Amount in ₹	Date of Deposit					
		D	D	M	M	Y	Y
Examination Fee							
Bank Charge							
Total Amount							

Details of Cash/Cheque/DD:

CHQ/DD No & Date	Amount	Details of Note	Rs
		2000x	
		500x	
		200x	
		100x	
		50x	
		20x	
		10x	
		5x	
		2x	
		1x	
TOTAL			
Amount in words			
Initiating Official		Passing Authority	
Transaction No			

Depositor's Signature

Bank's Seal & Signature

CAUTION: USE "FCMBR" MENU OPTION IN FINACLE INSTEAD OF "HTM"
Institute Code- RHCC Collection Code- RHCC
 Deposited at any branch of Punjab National Bank

(Candidate's Copy)

Punjab National Bank DIST. NO.

Branch: _____

Client's Name: **Registrar, High Court at Calcutta, Original Side**

Account No: **0091010372343**

Name & Address: _____

Category: **GEN /SC /ST /OBC /EC**

Date Of Birth: _____

Last Date to remit money: _____

Post applied for: _____

Particulars of Deposit	Amount in ₹	Date of Deposit					
		D	D	M	M	Y	Y
Examination Fee							
Bank Charge							
Total Amount							

Details of Cash/Cheque/DD:

CHQ/DD No & Date	Amount	Details of Note	Rs
		2000x	
		500x	
		200x	
		100x	
		50x	
		20x	
		10x	
		5x	
		2x	
		1x	
TOTAL			
Amount in words			
Initiating Official		Passing Authority	
Transaction No			

Depositor's Signature

Bank's Seal & Signature

CAUTION: USE "FCMBR" MENU OPTION IN FINACLE INSTEAD OF "HTM"
Institute Code- RHCC Collection Code- RHCC
 Deposited at any branch of Punjab National Bank

(To be enclosed with application)

Punjab National Bank DIST. NO.

Branch: _____

Client's Name: **Registrar, High Court at Calcutta, Original Side**

Account No: **0091010372343**

Name & Address: _____

Category: **GEN /SC /ST /OBC /EC**

Date Of Birth: _____

Last Date to remit money: _____

Post applied for: _____

Particulars of Deposit	Amount in ₹	Date of Deposit					
		D	D	M	M	Y	Y
Examination Fee							
Bank Charge							
Total Amount							

Details of Cash/Cheque/DD:

CHQ/DD No & Date	Amount	Details of Note	Rs
		2000x	
		500x	
		200x	
		100x	
		50x	
		20x	
		10x	
		5x	
		2x	
		1x	
TOTAL			
Amount in words			
Initiating Official		Passing Authority	
Transaction No			

Depositor's Signature

Bank's Seal & Signature