

**High Court at Calcutta**  
**In the Circuit Bench at Jalpaiguri**

**N O T I F I C A T I O N**

**Advertisement No.** **Dated, the    day of June,2024.**

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 mentioned below in different categories of posts of the Circuit Bench of Calcutta High Court at Jalpaiguri. The appointments will initially be made on purely temporary basis but are likely to be made permanent.

**1. Vacancy details :**

Sl No.	Post	UR	UR(EC)	UR(Meritorious Sports person)	UR(Ex service man)	UR(P WD) (Blindness/ Low Vision)	SC	SC(EC)	SC(Ex Service man)	ST	OBC(A)	OBC(A) (EC)	OBC(B)	OBC(B) (EC)	Total Vacancy
1.	LDA	08	05	Nil	01	01	04	02	01	02	02	01	02	01	30
2.	Group-D	09	06	01	03	01	06	02	01	02	03	01	02	01	38
3.	Driver	03	02	Nil	Nil	Nil	01	01	01	01	01	01	01	Nil	12

**PWD stands for Persons With Disabilities.**

**2. Scale of Pay :**

Sl. No.	Name of the post	Scale of Pay
1.	LDA	Rs.(22,700/- 58,500/-) Level – 6 with minimum pay of Rs. 24,100/- along with other allowances as admissible under the relevant rules.
2.	Group-D	Rs. (17,000/- 43,600/-) Level – 1 with minimum pay of Rs. 17,500/- along with other allowances as admissible under the relevant rules.
3.	Driver	Rs. (22,700/- 58,500/-) Level – 6 with minimum pay of Rs. 24,100/- along with other allowances as admissible under the relevant rules.

**3. Age Limit:**

a. Age not less than 18 years and not more than 40 years as on 1st January, 2024 for all categories of posts. Upper age limit is relaxable by 5 years in case of S.C. and S.T. candidates . **SC/ST/OBC candidates of other States shall be treated as General Candidates.** In case of Persons with disabilities, the upper age limit is relaxable up to 45 years.

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

Candidates of Exempted Category and Ex-serviceman category may apply directly also. No exemption of examination fees will be available for these candidates.

c. Age as recorded in the Madhyamik (10th standard) or Equivalent examination issued by any recognized Board/Council will only be accepted for candidates applying for LDA posts. For candidates who applies for Group – D and Driver posts, Birth Certificate issued under The Registration of Births and Deaths Act,1969 or certificate issued by the Head of the Institution, where they have studied, will be accepted as proof of age.

4. Essential Qualification :

Sl No.	Name of Post	Essential Qualification
1.	LDA	i) Must have passed the Higher Secondary Examination (12th standard) from the West Bengal Council of Higher Secondary Examination or its Equivalent examination from a recognized Council/ Board. ii) Must have knowledge in the vernacular of the State. <b>Desirable</b> : Must have knowledge in computer operation (MS Office, Excel and Word) with a satisfactory fingering speed.
2.	Group-D	i) Must have passed Class – VIII. ii) Must have knowledge in the vernacular of the State and English.
3.	Driver	i) Passed Class – VIII ii) Must have up-to-date professional India Driving License (West Bengal) iii) Efficiency in driving cars/light motor vehicles of different categories iv) A sound knowledge in Automobile mechanism.

5. For Meritorious Sportsperson :

The following categories of sports persons 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):

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

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

Categories	Fees (Non-Refundable)
SC for the <b>State of West Bengal</b>	Examination Fees Rs. 300/- (+bank charges extra)
ST for the <b>State of West Bengal</b>	
All other categories and sub- categories of candidates mentioned in the vacancy details (under serial number 1) those who are applying directly	Examination Fees Rs. 600/- (+bank charges extra)

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

**8. Mode of Selection:-**

**1. LDA : 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 a total number of 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):**

- Based on the difficulty level and marks obtained by the candidates, the Recruitment Committee will determine cut off marks for different categories of posts so that candidates at 1:10 ratio, as far as practicable, in respect of each category be short listed for the next stage.
- 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 precis 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 ten (10) 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.**

**2. Group – D : (Stage – I) :**

Candidates who have applied and found eligible based on the initial screening will be called for physical efficiency test. They have to qualify the physical efficiency test by achieving “satisfactory standard” of the physical parameters as indicated below and thereafter the qualified candidates will be called for competitive written test only. Unreserved (PWD) (Blindness/Low vision) who take exemption/disqualify from physical efficiency test shall be then considered for selection against their respective PWD vacancy only.

Sl No.	Test	MALE	FEMALE
		Qualifying Time (in seconds)	Qualifying Time (in seconds)
1.	100 Mtr. Sprint	13	15

**Competitive Written Examination (Stage – II)**

Candidates who have qualified in physical efficiency test are required to undergo a Competitive Written Examination (MCQ OMR based) which shall be as follows:

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

	4. English	
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- 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 only.
- There will be four (4) series of question booklets.
- Candidates selected and shortlisted in the written test (OMR based) will be called for Interview of ten (10) marks. Marks obtained in Competitive Written Test and interview shall be considered at the time of preparing final merit list.

**The Recruitment Committee has the discretion to fix the minimum qualifying marks (cut off marks) for the written test (OMR based).**

**3. Driver :** Candidates, whose applications will be found in proper order, shall be required to undergo a Practical Test in Driving (Full marks – 75). Qualified Candidates, who will secure minimum 45 marks (out of 75 marks) in Practical Test, would be called upon for Interview (Full marks – 25) from each category in 1:3 ratio (subject to availability) as per the number of vacancies available in that category. Final merit list will be prepared taking together the marks obtained by the candidates in Practical Test as well as in the Interview and panel will be recommended consisting of two (2) candidates per vacancy, subject to availability.

Admit cards containing Venue, Date and Time of the Practical Test will be sent to the candidates whose applications will be in order in all respect

#### **9. Date & Venue of the Examination:**

Date and venue of the 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 Venue / Centre / Hall.

#### **10. Tentative Timings of OMR based Written examination:-**

Duration of OMR based examination shall be from 12 Noon to 1:30 P.M. for LDA and 12 noon to 1:15 P.M. for Group – D posts.

#### **11. Important Notes for filling up online application:**

- On successful online submission of application, a unique application registration number (ARN) will be allotted to each applicant. It will be needed for further login;
- 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;
- The online submission of the applications shall close at 00.00 hours (midnight) on the last date fixed for online submission of applications;
- Once final submission of application has been made, the data will be frozen and NO further changes will be allowed;
- Request for change of examination centre shall NOT be entertained.
- The candidates will not be permitted to enter the examination centre after the commencement of the examination. They are to report at the examination centres two and a half hours before the commencement of the examination.
- The candidates are advised to read the instructions printed on the Admit Cards carefully and follow those instructions strictly during the process of examination.
- For candidates who are eligible and wish to opt for scribe, necessary declaration must

be given during online application by candidates belonging to Unreserved (PWD) (Blindness or Low Vision) category. Scribe shall be provided by High Court upon e-mail request 15 days before date of exam with details of scribe at helpdesk.

- i. Candidates are requested to attend the examination centre, only with downloaded Admit Cards and photo identity proof (in original) along with ball point pen.
- j. Anything written or pasted on the downloaded Admit Card shall not be entertained and may entail even rejections of candidature.
- k. For any Technical Support, contact the following HELPDESK no. and E-mail ID during working days (Monday – Saturday) between 10.30 A.M. and 05.30 P.M.

<b>Helpdesk E-mail ID for Registration issues</b>	<b>epostnjp@rediffmail.com</b>
<b>Help Desk phone number for Registration</b>	<b>9674524077</b>
<b>Help Desk Email ID for online payment gateway issues</b>	<b>epostnjp@rediffmail.com</b>

## 12. Admit Card :-

**NO ADMIT CARD WILL BE SENT BY POST.**

The candidates are required to download and take a colour 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. **ALL CANDIDATES ARE ADVISED TO VISIT WEBSITE FREQUENTLY FOR REGULAR UPDATES.**

## 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. 14 (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.

## 14. GENERAL INSTRUCTIONS/CONDITIONS:

- a) Applications can be submitted only through online mode and no offline applications will be entertained. Apply Online at Application Portal : **<https://njphc.formflix.org/>**
- 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, the candidate will be responsible for the same and his/her candidature will be rejected 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 Recruitment Committee shall reject the candidature at any stage of the selection and may take necessary penal 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 (10th standard) issued by the recognized Board/Council or Class VIII certificate issued by the Head of the Institution.
- i) No subsequent request for 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/SHE 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 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 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.

- r) 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.
- s) 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.
- t) 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.
- u) The High Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examinations.
- v) 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.
- w) 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.
- x) 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.
- y) Candidates are required to produce necessary medical certificate as required for their candidature at the time of appointment/joining.
- z) 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.
- aa) In case of any dispute, the decision of the Recruitment Committee shall be final.
- bb) For all further announcement, all concerned are requested to follow the Court's website [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in)

#### 15. **IMPORTANT DATES FOR FIRST PHASE OMR BASED EXAMINATION**

EVENTS		DATES
1.	Commencement of online submission of application by the candidates	<b>15.06.2024</b>
2.	Closing of online submission of application	<b>06.07.2024</b>

\*The Date of examination, time and venue will be notified on website later on



## INSTRUCTION FOR FILLING ONLINE APPLICATION

1. Click on “Apply online “ button in the online portal of Calcutta High Court ,after reading carefully the notification / advertisement and caution notice , ensuring that you are eligible to apply.
2. On Clicking “Apply online “button candidate will be taken to the registration page where they need to fill the concerned details.
3. Enter the basic details such as Name, Category, date of birth, gender, mobile number, email id etc in the respective field provided. The Candidates belonging to the State other than the State of West Bengal will be considered only as Unreserved Candidate.
4. Select the appropriate options in the fields asking about (i) Sports Person (ii) Person With Disability (iii) Ex-servicemen (iv) Marital Status.
5. After filling the details on registration page, cross check all the details before clicking on “Submit & Proceed to Applicant Login “as no subsequent request for change will be considered or information cannot be edited anymore . On Clicking a unique registration /application number will be generated, you will receive OTP REGAPPL registration number via SMS/E-Mail, which shall be used along with date of birth (DOB) for all further representations and login purpose.
6. After registration the candidate should click on “ Applicant Login “ button in the portal and then will be redirected to the Payment stage / Payment Gateway where candidates need to pay the examination fee, as per the notification / advertisement.
7. Upon successful fee payment, candidates should fill other personal details, academic details, upload scanned images (as per the size and format mentioned) etc.
8. After filing all the respective fields and uploading necessary and valid documents, an edit option is provided. Upon clicking on it, the candidate can go through the entire details filled and can edit the same before final submission.
9. 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.
10. On submission of online application, candidates should keep two printouts of the duly filled online application form submitted by them, for their record and future reference.
11. Candidates should apply once only carefully. Multiple applications / registrations will be summarily rejected.

Apply Online at Application Portal : <https://njphc.formflix.org/>

Sd/-

**Registrar Geneal  
High Court Calcutta**