

(Marked – B)

**Government of West Bengal**  
**Office of the Joint Secretary (Law) ,**  
**4<sup>th</sup> Floor, G Block,**  
**Writers' Buildings, Kolkata – 700 001.**  
**Phone No. 033 2214 4547**

Applications are invited for recruitment to the following posts of the Circuit Bench of High Court, Calcutta at Jalpaiguri on purely contractual basis as per the eligibility of educational qualification and on the remuneration furnished against each of the post per month (consolidated).

Successful candidates will be posted against the vacancies at Jalpaiguri.

Sl. No.	Name of the Post	No. of Post	Remuneration	Age	Qualification
01.	Telephone Operator	02	Rs. 16,000/- p.m. each	18 – 40 years on the date of application. (relaxable by 5 years in case of SC/ST/PH)	i) Passed in Higher Secondary or it's equivalent. ii) Certificate in Telephone Operating from a recognised institution. iii) Ability to answer queries and can fluently speak in English.
02.	Driver	12	Rs. 11,500/- p.m. each	18 – 40 years on the date of application. (relaxable by 5 years in case of SC/ST only). Ex-Serviceman and exempted category will get relaxation as per Govt. rules.	i) Pass in Class-VIII ii) Must have up-to-date Indian Driving Licence (Bengal). iii) Efficiency in driving cars/light motor vehicles of different categories. iv) Sound knowledge of automobile mechanism.
03.	Translator-cum-Interpreter	03	Rs. 22,000/- p.m. each	18 – 32 years on the date of application.	i) Passed in Higher Secondary or it's equivalent. Preference will be given to graduates, knowledge in translating documents in at least 3 Indian languages. ii) Candidates have to pass a written test of translating from English to Bengali, Bengali to English, English to Hindi and Hindi to English and vice versa.
04.	Librarian	01	Rs. 20,000/- p.m. each	18-32 years on the date of application. (relaxable by 5 years in case of SC/ST only).	i) Graduate or Master Degree in any discipline from a recognised University. ii) Degree or Diploma in Library Science from a recognised University. iii) L.L.B. Degree and experience of working in a law Library preferable.

Interested candidates may apply as per the format enclosed.

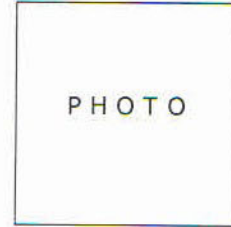
*A. Pandey*  
29/05/18

**(Akhilesh Kumar Pandey)**  
Joint Secretary (Law)

Enclosed:  
Format of application on separate sheet.

**APPLICATION FOR RECRUITMENT TO DIFFERENT POSTS OF  
THE CIRCUIT BENCH OF HIGH COURT, CALCUTTA AT JALPAIGURI**

To  
The Joint Secretary(Law),  
4<sup>th</sup> Floor, G Block,  
Writers'Buildings,  
Kolkata -700 00 1.



**Name of the post applied for .....**

- 01. Name :: .....
- 02. Father's Name :: .....
- 03. Date of Birth :: .....
- 04. Educational Qualification  
(attach certificate of required  
qualification) :: .....
- 05. Age as on the date of application. :: .....
- 06. Ability to read and write Bengali :: Yes/No (Tick whichever is applicable)
- 07. Whether the candidate belongs to :: SC/ST/OBC/Genl.(Tick whichever is applicable)
- 08. Address :: .....  
.....  
.....
- 09. E-mail Address (mandatory) :: .....
- 10. Contact No. (Mandatory). :: .....

.....  
**Signature**

**:: Declaration ::**

I,.....Son/Daughter of ..... do hereby  
declare that the above declaration given by me are true and in case of any of the information on later stage if  
found to be false my candidature to the post will be summarily rejected.

.....  
**Signature**

Date:

Place:

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Note: It is to be noted that the applicant on selection shall get the remuneration shown against the said post and shall not get any kind of retirement benefit. The appointment shall be purely on contractual basis which shall be initially for one year and may be renewed year after year at the discretion of the Government.

The application completed in all respect and addressed to the Joint Secretary(Law) along with self attested copies of Certificates in respect of date of birth, educational qualification, caste certificate should reach the office of the Joint Secretary(Law) at 4th Floor, G Block, Writers' Buildings, Kolkata-1 by Registered Post or may be submitted personally in the office of the Joint Secretary(Law) within 10 days from the date of publication of the advertisement. Incomplete application and application received after due date will be rejected summarily. All original documents are to be produced during the time of interview. Date, venue and time of interview will be communicated to the candidates on their respective e-mails and SMS.