

**THE HIGH COURT AT CALCUTTA****APPELLATE SIDE****NOTIFICATION****No. 6785-RG****Dated, the 1<sup>st</sup> day of August, 2024**

Applications in online mode are invited from eligible Indian citizens possessing knowledge in the vernacular of the State for preparation of a panel for filling up the vacancies of **291** posts of **Lower Division Assistant** on the Appellate Side and Original 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.

**1. Details of Vacancies:**

Sl. No.	Categories	Number of vacancies					
		Original Side		Total	Appellate Side		Total
		Existing	Expected		Existing	Expected	
1.	Unreserved	10	04	14	51	19	70
2.	Unreserved (Exempted Category)	-	01	01	13	10	23
3.	Unreserved (Ex-serviceman)	03	-	03	11	01	12
4.	Unreserved (Meritorious Sportspersons)	02	-	02	06	01	07
5.	Unreserved (PWD) (Hearing Impairment)	01	-	01	02	01	03
6.	Unreserved (PWD) (Loco Motor Disability or Cerebral Palsy)	01	-	01	03	-	03
7.	Unreserved (PWD) (Blindness or Low Vision)	01	-	01	02	01	03
8.	Scheduled Caste	08	-	08	24	08	32
9.	Scheduled Caste (Exempted Category)	03	01	04	12	05	17
10.	Scheduled Caste (Ex-serviceman)	01	-	01	04	01	05
11.	Scheduled Tribe	01	-	01	16	03	19
12.	Scheduled Tribe (Exempted Category)	02	-	02	12	01	13
13.	O.B.C (A)	02	01	03	11	05	16
14.	O.B.C (A) (Exempted Category)	01	-	01	05	02	07
15.	O.B.C (B)	01	-	01	08	03	11
16.	O.B.C (B) (Exempted Category)	02	-	02	03	01	04
<b>TOTAL</b>		<b>39</b>	<b>07</b>	<b>46</b>	<b>183</b>	<b>62</b>	<b>245</b>

**PWD stands for Persons with Disabilities.****2. Pay Scale (Level in Pay Matrix):**

Level – 6 (Rs. 22,700/- – Rs. 58,500/-) with minimum pay at Rs. 24,100/- along with other allowances as admissible under the relevant rules.

**3. Educational Qualification:**

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

**4. Age Limit:**

- a) Age not less than 18 years and not more than 40 years as on **1<sup>st</sup> January, 2024** (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 category will get upper age relaxation as per the existing Government Rules.
- c) Age as recorded in the Admit Card/Certificate of Madhyamik (10<sup>th</sup> standard) or Equivalent examination issued by any recognized Board/Council will only be accepted.

**5. Regarding Reservation:****a) 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 at the time of online application.

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.

**b) For Persons with Disabilities (PWD):**

- Benefits of reservation will be given to the candidates with disabilities of at least 40% and above;
- 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;
- Any person with disabilities as stated, under respective reserved sub-categories (Hearing Impairment, Blindness/Low Vision, Loco Motor/Cerebral Palsy) is to furnish his/her self-attested photocopy of Disability Certificate in prescribed form in support of his/her claim, at the time of online application, 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;**
- Candidates having disability of less than 40% shall be treated as **unreserved candidates** and therefore shall not get benefit of reservation/age relaxation under concerned category;

- A candidate with benchmark disability and has physical limitation to write and scribe is essential to carry out the 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).
- Candidate opting own scribe could require to submit details of scribe at the examination venue as per pro-forma provided at Annexure – III.

**c) For Other Candidates Claiming Reservations:**

- i) The SC/ST/OBC candidates of other States shall be treated as Unreserved candidates.
- ii) The names of the eligible candidates belonging to Exempted category and Ex-serviceman category will be called for from the respective authority.
- iii) Candidates having valid EC Card or PPO in case of Exempted Category or Ex-serviceman Category respectively may also apply directly on online mode by producing self-attested photocopy of requisite documents with requisite examination fees, as applicable. In alternate, they may also apply after ascertaining from the concerned authority with regard to their sponsorship in this regard to avail the exemption of fees.
- iv) 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. Candidates must produce self-attested photocopies of requisite certificates issued by the respective competent authorities as stated above at the time of online application.

**[NOTE: The classes in the State List of OBC-A & OBC-B categories, which have been struck down, quashed or declassified in terms of the judgment passed by the Hon'ble High Court at Calcutta in W.P.O. 60 of 2011 with W.P.A. 22145 of 2010 with W.P.A. 8844 of 2020 with W.P.O. 1160 of 2013 with W.P.O. 578 of 2012, shall not be considered under reserved category of OBC-A & OBC-B.]**

- v) The candidates claiming reservation under Person with Disability/Ex-Serviceman/Exempted Category/Meritorious Sports Person must possess the Certificates issued by Competent Authorities.
- vi) The candidates claiming relaxation of upper age limit shall produce relevant certificate, in original, issued by the competent authority at the time of verification of documents.
- vii) The candidates claiming benefits under Sl. No. (iv) to (vi) above shall possess the relevant certificates, issued by the competent authorities on or before the last date of applying.
- viii) The candidates who are in service of Union of India/State Governments or 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.

## **6. Mode of Selection:**

### **▪ Preliminary Screening Test (Phase-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 total 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.
- **The cut-off/qualifying marks in Phase-I Examination (OMR based) shall be 50% to qualify for Phase-II Examination (Competitive Written Test). On the basis of the result of Phase-I Examination (OMR based), the number of candidates shall be called for in the Phase-II Examination (Competitive Written Test) ten (10) times of the vacancies as detailed under Sl. No. 1 of this Notification, as per availability.**

### **▪ Competitive Written Test (Phase-II):**

- 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 (Phase-II).
- 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 (Phase-III):**

- Candidates securing qualifying marks and selected in order of merit shall be required to appear at viva-voce test of hundred (100) marks.
- The marks obtained in Competitive Written Test and viva-voce shall be considered at the time of preparing overall 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.

▪ **Appointment & Posting:**

- After publication of Final Combined Merit List and at the time of appointment, first the posts in the Appellate Side shall be filled up from the top in order of merit. After filling up the posts in the Appellate Side, the posts in the Original Side shall be filled up from below the point on which the Appellate Side posts have been exhausted towards the bottom.

▪ **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 Appointing 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.

**7. Examination Fees:**

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. 400/-
ST for the <b>State of West Bengal.</b>	
All other categories and sub-categories as mentioned in <b>the Details of Vacancies under Sl. No. 1 in this Notification.</b>	Examination Fees Rs. 800/-

- **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.**
- **Non-sponsored candidates of Exempted category and Ex-serviceman category may also apply online directly with requisite examination fees as applicable.**

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

**8. Examination Centres:**

<b>Zone 1 (For South Bengal)</b>	
Sl. No.	City / Town
1.	Kolkata
2.	Howrah Sadar
3.	Chinsurah
4.	Bardhaman Sadar
5.	Midnapore Sadar

<b>Zone 2 (For North Bengal)</b>	
Sl. No.	City / Town
1.	Siliguri
2.	Jalpaiguri Town
3.	Kolkata

**9. Date, Time & Venue of the Phase - I Examination:**

Date and venue of the OMR based examination shall be intimated to the candidates through e-Admit Card which can be downloaded. Without production of downloaded e-Admit Card, no candidate will be allowed to enter in the Examination Hall. The Phase - I examination shall be commenced from 12 Noon to 1:30 P.M. on the scheduled date.

**10. Admit Card:****NO ADMIT CARD WILL BE SENT BY POST.**

The candidates are required to download and take a printout of e-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.

**11. GENERAL INSTRUCTION/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](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, 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 process 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 takenecessary action.
- g. The candidates are required to submit only online application forms 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 Admit Card/Certificate of **Madhyamik/Equivalent Examination (10<sup>th</sup> standard)** issued by the recognized Board/Council.
- i. **No subsequent request for any change in filled up online application forms 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.

1. 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.
- m. **THE CANDIDATES SHALL PRODUCE ALL CERTIFICATES IN ORIGINAL WHICH HE HAD RELIED UPON AT THE TIME OF FILLING UP HIS ONLINE APPLICATION, DURING VERIFICATION OF DOCUMENTS.**
- n. 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.
- o. 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.
- p. **IF ANY CANDIDATE REMAINS ABSENT AT ANY STAGE/EVENT OF THIS RECRUITMENT PROCESS, HIS/HER CANDIDATURE WILL BE CANCELLED.**
- q. Canvassing in any form and use of unfair means during the examinations/tests will disqualify the candidature of the applicant.
- r. The venue and date of the examinations/tests along with Roll Numbers will be intimated through e-Admit Cards.
- s. The Selection Committee reserves right to alter the number of vacancies and modify/rectify the same. The vacancies calculated and indicated in the advertisement are subject to change.
- 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 results shall be displayed on the official website **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 regularly for latest update.**
- w. 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 any stage/event of this recruitment process.
- x. The High Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examinations.
- y. 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 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.

- z. 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/she shall be liable for criminal proceedings.
- aa. 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.
- bb. Candidates are required to produce necessary medical certificate as required for their candidature at the time of appointment/joining.
- cc. No recommendation either written or oral will be taken in to 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.
- dd. In case of any dispute, the decision of the Hon'ble The Chief Justice shall be final.
- ee. For further announcement, all concerned are requested to follow the Court's website [www.calcuttahighcourt.gov.in](http://www.calcuttahighcourt.gov.in).

## **12. IMPORTANT DATES FOR PRELIMINARY SCREENING TEST (PHASE – I):**

<b>EVENTS</b>		<b>DATES</b>
1.	Commencement of online submission of application by the candidates.	<b>05.08.2024</b>
2.	Closing of online submission of applications.	<b>26.08.2024</b>
3.	Commencement for downloading Admit Cards.	To be notified later on
4.	Last date for downloading Admit Cards.	To be notified later on
5.	Tentative date of the OMR based written examination.	To be notified later on
6.	Tentative date of the publication of category wise merit list for candidates those who have appeared in the OMR based test.	To be notified later on

➤ ***The calendar for second phase onwards examination will be notified later on.***

## **13. INSTRUCTION FOR FILLING UP ONLINE APPLICATION:**

- 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.
- On Clicking "Apply online" button candidate will be taken to the registration page where they need to fill the concerned details.
- 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 Category.
- Select the appropriate options in the fields asking about "Sub-Category" (i) Exempted Category (ii) Ex-serviceman (iii) Meritorious Sports Person (iv) Person With Disability.
- 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. Thereafter, Candidates are to choose their preferred examination zones and district from the list of options provided in the dropdown list. The correspondence and permanent address details should be entered by the candidate in the respective fields only.
7. After filling 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.
8. 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.
9. After confirmation the candidate should click on "Proceed for Payment" 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.
10. Once the fee is confirmed, "PRINT APPLICATION" button will appear and 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.
12. After Registration, Candidate need to complete the application process including Fee payment within seven (7) days from the date of registration but not after the date of closure of application form.All applicants are liable to make fee payment as applicable.

#### **14. For query:**

<b>Technical Help Desk E-mail ID</b>	<a href="mailto:chcdesk@gmail.com">chcdesk@gmail.com</a>
<b>Help Desk Phone Number for Technical Queries</b>	<b>9073652776</b> (contact between 11:00 A.M. to 5:30 P.M.)
<b>Help Desk Phone Number &amp; Email ID for online payment gateway</b>	<b>+91-22-2087 6123</b> (24*7 customer care service)
	<a href="mailto:sbiepay@sbi.co.in">sbiepay@sbi.co.in</a>

#### **15. For online application:**

Apply Online at <https://chc.formflix.org/>

**The 1<sup>st</sup> August, 2024**

**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 fulfills 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, Loco Motor 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

Photograph

\_\_\_\_\_  
Signature of Invigilator