

REGISTRAR GENERAL
HIGH COURT, CALCUTTA



3, Esplanade Row West
Kolkata-700 001
Phone : (033) 2254 8043
Mobile : 98308 91262
Email Id : rghc_cal@rediffmail.com

By e-mail

Memo No. 4084-RG

Date : 13/06/2025

To

1. All the District Judges of West Bengal, (Darjeeling, Jalpaiguri, Cooch Behar, Uttar Dinajpur, Dakshin Dinajpur, Malda, Murshidabad, Nadia, South 24 Pargans, North 24 Parganas, Howrah, Hooghly, Paschim Bardhaman, Purba Bardhaman, Birbhum, Bankura, Purulia, Paschim Midnapur, Purba Midnapur, Kalimpong, Jhargram, Alipurduar and A & N Islands),
2. The Chief Judge, City Civil Court, Calcutta,
3. The Chief Judge, City Session Court, Calcutta,
4. The Chief Judge Presidency Small Causes Court, Calcutta.

Sub : Circulation of Notification No. 4081-RG dated 13/06/2025 inviting applications from Law Graduate (LL.B) of any UGC recognized University in India towards filling up of four (04) vacant posts of Translator (for translating judgements from English to Bengali), on purely contractual basis, in the High Court at Calcutta.

Sir/Madam,

I am directed to circulate you the Court's Notification bearing No. 4081 – RG dated 13/06/2025 (copy enclosed) for your information and wide circulation amongst the Members of the Bar and other concerned, if any of the district judiciary.

Yours faithfully,

Enclo : As stated.


Registrar General
High Court at Calcutta.

THE HIGH COURT AT CALCUTTA

NOTIFICATION

Advertisement No. 4081-RG

Dated, the 13th day of June, 2025

Applications on plain paper of Legal Size (8.5" X 14") either neatly hand-written or typed are invited from eligible Indian citizens who fulfill the following and other eligibility conditions as on the date of this advertisement for filling up **four (04) posts of Translator** (for translating judgments from English to Bengali) on purely contractual basis with consolidated pay of Rs. 50,000/- per month.

Essential Qualifications :-

1. The candidate shall be a Law Graduate (LL.B.) of any UGC recognized university in India securing minimum 50% marks on the aggregate.
2. The candidate should also have passed in Class 10th & 12th standard from any recognized Board/Council with Bengali as one of the vernacular languages and English as one of the subjects.

Desirable Qualifications :-

The candidate should have computer knowledge including ability of typing.

Age Requirement :-

The candidates applying for the post shall not exceed 65 years and he/she will be at least 25 years on the date of advertisement.

Mode of Selection :-

The selection process shall consist of:

Phase-I: Written Test (test of language with ability to translate from English to Bengali) (20 marks),

Phase-II: Computer proficiency test (10 marks) and Interview/Viva-voce (10 marks).

Total marks of the said tests & interview/viva-voce will be fifty (40 marks). The Written Examination shall be based on English Grammar, Precis Writing, Paraphrasing, Translation and Legal Language. The candidate must secure minimum qualifying marks of 50% marks (i.e. 20 marks) in total and 40% on average in each of the said three tests (i.e. Interview – 04 marks, Test of language – 08 marks and Test of Computer – 04 marks) for final selection in the merit list.

Fees :-

Each application must be accompanied by application fees of **Rs. 600/-** (Rupees Six Hundred only) by Indian Postal Order, which must be purchased on a date after publication of advertisement and drawn in favour of the Registrar General, High Court, Calcutta and payable at G.P.O. at Kolkata.

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.

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3. Photocopy of documents in support of date of birth (Madhyamik or equivalent certificate/Admit card) duly self-attested.
4. Photocopy of mark-sheets and certificates of Class 10th & 12th standard duly self-attested.
5. Photocopy of mark-sheets and certificates of LL.B. Degree duly self-attested.
6. Indian Postal Order to be enclosed with the application.

Closing Date:-

The application must be submitted in closed envelope, superscribing thereon the particular post applied for to the undersigned within **4:45 P.M.** on or before **30/06/2025**. Applications reaching after the last date shall not be considered, even though the same are posted well in advance.

Submission of Application: Each application must be submitted to the following address by post or by hand (only on working days) within **4:45 P.M. on or before 30/06/2025**.

**“Joint Registrar (General Administration),
General & Establishment Section, Appellate Side, Main Building,
High Court at Calcutta,
3, Esplanade Row (West),
Kolkata-700 001”**

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) Date of Birth, (4) Address (Present and Permanent, along with PIN code) with Telephone/Mobile number and E-mail Id, (5) Educational Qualifications, (6) Computer Knowledge Certificate, if any, (7) Nationality, (8) Details of depositing application fees i.e. Indian Postal Order 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/application 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'ble The 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**.

**Sd/-
Registrar General
High Court at Calcutta**

Dated, Calcutta, the 13th June, 2025