

## **JHARKHAND HIGH COURT, RANCHI**

### **Advertisement No. 1/2012**

Applications are invited from the eligible candidates to fill up the existing vacancies, the vacancies as may occur, and the posts as may be created within one year from the date of preparation of panel for the post of (i) Personal Assistants in the High Court of Jharkhand in the pay scale of Rs. 9300-34800/- with grade pay of Rs. 4600/- (plus other usual allowances as per rule) (ii) English & Hindi Stenographer in Civil Courts of State of Jharkhand in the pay scale of Rs. 5200-20200/- with grade pay of Rs 2400/-(plus other usual allowances as per rule) on temporary basis and (iii) Stenographer for the C.B.I Courts at Dhanbad and Ranchi, in the pay scale of Rs. 5200-20200/- with grade pay of Rs.1900/- on temporary basis. The waitlist panel shall be valid for Stenographers of the Civil Court only. Each candidate should submit his/her application in the prescribed format (given below) addressed to the Registrar General, Jharkhand High Court, Ranchi by registered post only. The last date of receipt of application will be **17<sup>th</sup> February, 2012.**

#### **ELIGIBILITY CRITERIA**

- i. Graduate from recognized University having proficiency in (English or Hindi as the case may be) Shorthand and Typing. The speed of English Shorthand and Typing should not be less than 80 and 40 w.p.m., respectively with permissible mistake of 10% and speed of Hindi Shorthand and Typing should not be less than 70 and 35 w.p.m respectively with permissible mistake of 10%.
- ii. Candidates must be well acquainted with Computer Application and typing on Computers.
- iii. The candidates should possess sound health, good moral character and should not be involved in or related to any criminal case or any type involving moral turpitude.
- iv. The candidates must be above 18 years of age as on the **1<sup>st</sup> day of April, 2011** but not more than the age of 35 years in case of General Category, 37 years in case of E.B.C. & B.C. Category, 38 years in case of Female (General, E.B.C. & B.C.) and 40 years in case of S.C./S.T. Category.

**ENCLOSURES:** Candidates are required to enclose:-

1. Original Bank Draft of Rs.200/- (Two hundred only) for General category, E.B.C. (Schedule I), B.C. (Schedule II) and Rs. 150/-(One hundred fifty only) for S.C and S.T. category, drawn on any Nationalized Bank payable at Ranchi in favour of Registrar General, Jharkhand High Court, Ranchi towards the payment of examination fee.
2. Three recent passport size photographs (including one, duly attested by Gazetted Officer, should be affixed on the application form).

#### **IMPORTANT**

1. The application is to be filled up in English only.
2. Candidates are required to indicate name of three districts in order of preference where they would desire to be posted in the event of selection in Civil Courts. The vacancy for Hindi Stenographer is available at Dhanbad, Jamtara, Garhwa and Latehar Civil Courts only.
3. The appointment will be made strictly from the panel of successful candidates prepared on the basis of merit and the preference of place given by candidates shall not be binding for the High Court though it might be taken into consideration. The candidates higher in seniority shall be given preference for appointment to the post of PA in the establishment of the High Court.

4. The information regarding schedule of the Examination and venue will be announced later on.
5. The Written test will be basically designed to test the aptitude of the candidate in English or Hindi for which the candidate is an applicant for screening the candidates for the Skill test. The Skill test in stenography and typing will be held from among the successful candidates in the written test.
6. The Admit Cards indicating the date of Examination and venue shall be forwarded to the candidates individually by post. If, however, any candidate does not receive the Admit Card, he/ she may contact the Registrar General of High Court at least two days before the scheduled date of examination.
7. The name and address of the candidates must be mentioned on the overleaf of Demand Draft.
8. Incomplete application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
9. On the envelope containing the application form the words "Application for the post of Hindi Stenographer or English Personal Assistant / Stenographer" must be written.
10. The original certificate in support of eligibility criteria shall be scrutinized at the time of joining. For candidates claiming reservation, caste certificate issued by a competent authority from the state of Jharkhand shall only be admissible.

**Note:-** The candidates will have to bring their own typewriter for Typing test. No machine will be provided by the examining authority.

Date :- 17.01.2012

By order  
Sd/- Prabodh Ranjan Dash  
Registrar General.

## FORMAT

Paste your passport size  
photograph duly attested  
by the Gazetted Officer

- (i) Application for the Post (s):
- (ii) Name of the applicant (in capital letters):
- (iii) Father's / Husband's name:
- (iv) Address for communication with Pin Code:
- (v) Permanent Address:
- (vi) Date and place of Birth:
- (vii) Nationality:
- (viii) Educational & Professional Qualifications:

Examinations Passed	Name of the Board/ University	Year of passing	% of marks	Class/ Division

(ix) Special Qualification, if any:

(x) Category (please tick mark) :

1. General
2. E.B.C. (Schedule I)
3. B.C. (Schedule II)
4. S.C.
5. S.T.

(xi) Sex: (please tick mark) 1. Male      2. Female

(xii) Whether presently serving in any Govt. Institution/ Undertaking (Yes/ No):

If yes,

1. Name of Department / Institution
2. Name of Post held
3. Since

(xiii) Name of three districts where he /she wants to be posted in case selected for Civil Court(s):

(a)..... (b)..... (c).....

(xiv) Details of Demand Draft:

1. Amount
2. D.D. No.
3. Date
4. Drawn on

### DECLARATION

Certified that the information furnished by me herein above is true to my personal knowledge. I know that if anything stated herein above turns to be false, the Jharkhand High Court may cancel my candidature at any stage of selection process and may debar me from appearing in the examination at its sole discretion. Further, I know that if I obtain appointment under these Rules, based on any false or incorrect information, my appointment shall liable to immediate termination/ revocation/ cancellation and this may also entail my Criminal prosecution / Penal Laws.

Date:

Place:

**Signature of Candidate**