

JHARKHAND HIGH COURT AT RANCHI
Advertisement No.1/2011/Apptt. dated 03.09.2011

The Jharkhand High Court has been pleased to invite applications from eligible candidates to be submitted ONLINE/Offline for filling up 2 vacancies of Court Manager in the Jharkhand High Court and 22 posts of Court Manager in the Subordinate Courts of Jharkhand purely on contractual basis, as per the guidelines prescribed by Government of India, Ministry of Justice, New Delhi for implementation of recommendations of 13th Finance Commission.

The Contractual appointment shall be for a term of one year, which may be extended upto 31st March, 2016 provided that their services, performances, conducts & integrity towards this institution is satisfactory during the service.

Eligibility:-

1. A degree or advanced diploma in General Management.
2. Five (5) years experience/training in System and Process Management.
3. Five (5) years experience/training in IT System Management, HR Management, and Financial System Management.
4. Excellent people skills.
5. Excellent communication skill.
6. Excellent computer application skills.

Age:- Between 25 to 35 years as on 01.08.2011.

Emoluments:-

- (i) For High Court:- the Court Manager shall be paid a consolidated amount of Rs.50,000/-(fifty thousand only) Per Month.
- (ii) For Subordinate Courts:- the Court Manager shall be paid a consolidated amount of Rs.40,000/-(forty thousand only) Per Month.

General Information for filling up application form:-

1. Examination Fee:- Gen/OBC-Rs.500/- (Five hundred only) and for SC/ST Rs.400/- (Four hundred only) must be paid through Demand Draft from a Nationalized Bank in favour of the Registrar General, Jharkhand High Court, Ranchi payable at Ranchi.
2. Candidates may submit single application for the both posts i.e for High Court and/or Subordinate Courts in prescribed format either Online or Offline/Direct.
3. Details of information can be downloaded from the official website of Jharkhand High Court at **www.jharkhandhighcourt.nic.in**.
4. ONLINE applications can be submitted through email address of Jharkhand High Court i.e. **ihc-ihc@nic.in** alongwith the Draft Number and a copy of the filled up application form and the original Demand Draft be sent to the Court. The candidates applying online may annex a scanned Passport size photograph or paste the photograph on the copy of the online application form duly signed by the candidate and send the same.

The Candidates, sending application form directly to the Court must paste a coloured Passport size photograph on the application form.

5. Direct Application/Copy of Online Application can be sent on the following address:-

To, The Registrar General, Jharkhand High Court, Ranchi-834033.

6. Candidates must write their names and addresses on the back side of the Demand Draft.

7. Candidates who are sending the applications directly to the Registrar General must write – Advertisement No.1/2011/Apptt. “ APPLICATION FOR THE POST OF COURT MANAGER” and their category- “GEN/OBC/SC/ST” on the envelope and who are applying online while sending their copy of application along with Demand Draft must write on the envelope- Advertisement No.1/2011/Apptt.“ COPY OF ONLINE APPLICATION FOR THE POST OF COURT MANAGER” and their category- “GEN/OBC/SC/ST”.

8. All the Candidates must enclose one additional passport size coloured photograph (mentioning name on back side of the photograph) and self addressed envelop (size 20x12Cm.approx.) having postal stamp of Rs.25/-.

9. Candidates must not enclose any educational/experience certificates/caste while sending their application.

{Note- At the time of Personal Interview candidates have to bring their all original educational/experience/caste certificates as well as copies of the same duly attested by a Gazetted Officer, as mentioned in their application form.}

10. Short listed candidates shall be called for Personal Interview through post and the names of short listed candidates shall be available at official website of Jharkhand High Court also.

11. No TA/DA shall be paid to the applicants for appearing in the Interview.

12. The date of receiving of Online/Direct application is from 15th September to 31st October, 2011 till 05.00 PM.

By Order of the Court,
Sd/-P.R.Dash
Registrar General

