

# **JHARKHAND HIGH COURT, RANCHI**

## **ADVERTISEMENT NO. : 02/2012**

Applications are invited from the eligible candidates to fill up the existing vacancies, the vacancies as may occur in future, on temporary basis of the following posts :-

- (i) **Assistants** (Post Code 01) - Pay scale of Rs. 9300-34800/- with grade pay of Rs.4600/- (plus other usual allowances as per rule).
- (ii) **Assistant Librarian** (Post Code 02)- Pay scale of Rs. 9300-34800/- with grade pay of Rs. 4200/-(plus other usual allowances as per rule).
- (iii) **Cashier** (Post Code 03) - Pay scale of Rs. 9300-34800/- with grade pay of Rs. 4200/- (plus other usual allowances as per rule).
- (iv) **Typist** (Post Code 04) - Pay scale of Rs. 5200-20200/- with grade pay of Rs. 2400/-(plus other usual allowances as per rule).
- (v) **Legal Assistant** (Post Code 05) - Pay scale of Rs. 9300-34800/- with grade pay of Rs.4600/- (plus other usual allowances as per rule).

Candidates should submit separate application for each post in the prescribed format given below, addressed to the Registrar General, Jharkhand High Court, Ranchi by Registered post/Speed post only. The last date for receipt of application is 09.11.2012.

The advertisement is also available on the official website of Jharkhand High Court, Ranchi i.e. [www.jharkhandhighcourt.nic.in](http://www.jharkhandhighcourt.nic.in).

### **ELIGIBILITY CRITERIA**

- 1. For Post code 01 :-** Graduate from recognized University having knowledge of working on computers with sound knowledge of Typing in computers  
**For Post code 02 :-** Graduate and Degree in Library Science from a University.  
**For Post Code 03 :-** Commerce/Economics Graduate from a University.  
**For Post Code 04:-** Graduate from a University having Typing speed 40 words per minute in English and/or 30 words per minute in Hindi.  
**For Post Code 05 :-** Law Graduate from any recognized University having the experience of at least three years practice as a Lawyer.
- 2.** 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.
- 3. For Post Code 01 to 04 :-** The candidates must be above 18 years of age as on the 01.09.2012 but not more than the age of 35 years in case of General Category, 37 years in case of E.B.C(B.C-I) & B.C(B.C-II) Category, 38 years in case of Female (General, E.B.C. & B.C.) and 40 years in case of S.C./S.T/PH Category.  
**For Post Code 05 :-** The candidates must be above 25 years of age as on the 01.09.2012 but not more than the age of 35 years in case of General Category, 38 years in case of E.B.C(B.C-I) & B.C(B.C-II). Category and 40 years in case of S.C./S.T/PH. Category.
- 4.** Reservation policy of the State Government will apply and the benefit of same shall be given to the candidates belonging the State of Jharkhand only. The candidates of the other State in the Reserved Category shall be treated as General Category candidate.

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

1. **For Post Code 01 to 05 :-** Original Bank Draft of Rs.500/-(Five Hundred only) for General category, E.B.C. (Schedule I), B.C. (Schedule II) and Rs. 125/- (One Hundred twenty five 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.
3. One self addressed unstamped envelope of 10X4½ Cm.
4. **For the post code no. 01 to 05 :-** Photocopy of the Matriculation Certificate in proof of date of birth duly attested by a Gazetted Officer.
5. **For the post code no. 01 :-** Photocopy of the Provisional/ Original Certificate of Graduation from a recognized University along with a Certificate of Diploma in Computer Application from a recognized Institute both duly attested by a Gazetted Officer.

**For the post code no. 02 :-** Photocopy of the Provisional/Original Certificate of Graduation with photocopy of Provisional/Original Certificate showing Degree in Library Science from a recognized University, both duly attested by a Gazetted Officer.

**For the post code no. 03 :-** Photocopy of the Provisional/Original Certificate of Commerce/Economics Graduation from a recognized University duly attested by a Gazetted Officer.

**For the post code no. 04 :-** Photocopy of the Provisional/ Original Certificate of Graduation from a recognized University and Photocopy of the Typing Certificate both duly attested by a Gazetted Officer.

**For the post code 05 :-** Photocopy of the Provisional/ Original Certificate of LL.B. from a recognized University, Photocopy of the certificate regarding enrollment in the Bar Council both duly attested by a Gazetted Officer and Experience Certificate (in original) at the Bar to be signed by the President/Secretary of the High Court/District Bar Association and countersigned by The Registrar General of the High Court/Principal District Judge of Civil Courts or any other equivalent authority.

6. Photocopy of the caste certificate issued by the District Magistrate/Deputy Commissioner or by competent authority verified and countersigned by the District Magistrate/Deputy Commissioner ( in case of reserved category only) duly attested by a Gazetted Officer.
7. Photocopy of the domicile certificate issued by the competent authority in case of claiming reservation, duly attested by a Gazetted Officer.
8. Photocopy of the Handicapped certificate issued by the competent authority in case of Handicapped candidate, duly attested by a Gazetted Officer.

**IMPORTANT**

1. The application is to be filled up in English only.
2. The appointment will be made strictly from the panel of successful candidates prepared on the basis of merit.

**3. For the Post Code No. 01 :-** The merit list of the candidates for the purpose of appointment shall be prepared on the basis of a written test to be followed by a test for working on computers and knowledge of typing on computers and Viva-Voce test. The candidates will have to type out a passage consisting of 100 words @ 20 W.P.M and will have to burn the same in a Compact Disc which will be supplied by the examining authority and will handover the same immediately after the Computer test.

**For Post Code No. 02, 03 :-** A written test to be followed by Viva-Voce test.

**For Post Code No. 04 :-** A written test followed by a skill test(Typing speed test @ 40 words per minute in English ). The written test will be qualifying in nature and final merit list will be prepared on the basis of performance in the skill test. (The candidates will have to bring their own typewriter for Typing test for the post of Typist)

**For the Post Code No. 05 :-** The merit list of the candidates for the purpose of appointment shall be prepared on the basis of a written test to be followed by Viva-Voce test. Only the candidates getting the qualifying marks in the written test shall be called for Viva-Voce test.

- 4.The decision of the Selection Committee/High Court for recruitment of all the post shall be final and binding on all concerned and no communication shall be entertained.
5. The information regarding schedule of the Examination and venue will be announced later on.
- 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. Canvassing in any form shall result in rejection of the candidature.
10. On the envelope containing the application form the words "Application for the post of \_\_\_\_\_ Post Code \_\_\_\_\_ must be inscribed.

Date :- 20.09.2012

By order,  
Sd/- A.V.Singh  
Registrar General

## FORMAT

**Paste your passport size photograph duly attested by the Gazetted Officer**

- (i) Application for the Post (s): \_\_\_\_\_
- (ii) Post Code: \_\_\_\_\_
- (iii) Whether applied for any other post(s) of the same Advertisement:  
\_\_\_\_\_
- (iv) Name of the applicant (in capital letters): \_\_\_\_\_
- (v) Father's / Husband's name: \_\_\_\_\_
- (vi) Address for communication with Pin Code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (vii) a) Mobile No, if any \_\_\_\_\_  
b) Email ID, if any \_\_\_\_\_
- (viii) Permanent Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- (ix) Date and place of Birth: \_\_\_\_\_
- (x) Nationality: \_\_\_\_\_
- (xi) Educational & Professional Qualifications:

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

- (xii) Special Qualification, if any: \_\_\_\_\_
- (xiii) Category(Please Tick) :
1. General
  2. E.B.C. (Schedule I)
  3. B.C. (Schedule II)
  4. S.C.
  5. S.T.
- (xiv) Sex (Please specify) :
- (xv) Whether handicapped, if yes tick the type and mention the % of disability :- \_\_\_\_\_  
(a) blindness or low vision (b) hearing impairment (c) locomotor disability or cerebral palsy
- (xvi) Whether presently serving in any Govt. Institution/ Undertaking (Yes/ No): If yes,
1. Name of Department / Institution: \_\_\_\_\_
  2. Name of Post held: \_\_\_\_\_
  3. Since: \_\_\_\_\_
- (xvii) 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. Also certified that no Criminal case is pending against me nor I have been ever punished under Criminal offence nor am I involved in or related to any Criminal case of any offence involving moral turpitude. 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 prosecution under Criminal/Penal Laws.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of Candidate**