

## HIGH COURT OF JHARKHAND , RANCHI

### Advertisement No. 02/Accts. 2016

Application are invited from the eligible candidates to fill up the existing vacancies, on temporary basis of the following posts-

1. Personal Assistant in High Court Pay scale Rs. 9300-34800 with grade pay Rs. 4600/- (plus other usual allowances as per rule).
2. English Stenographers in the Judicial Academy Jharkhand - Pay scale Rs. 5200-20200/- with grade pay Rs. 2400/- (plus other usual allowances as per rule)
3. English and Hindi Stenographers in Civil Courts of the State of Jharkhand - Pay scale Rs. 5200-20200/- with grade pay Rs. 2400/- (plus other usual allowances as per rule).
4. English Stenographers in Family Courts of the State of Jharkhand - Pay scale Rs. 5200-20200/- with grade pay Rs. 1900/- (plus other usual allowances as per rule)

#### **Vacancy Position of different posts :-**

##### 1. Personal Assistant in the High Court of Jharkhand

Sl. No.	Name of the Posts	Reservation Category	Number of Posts		
			Horizontal reservation under Total Vacancy		
1	2	3	Total	Women	Physically Disabled Persons
1.	Personal Assistant in High Court	General	13	01	Nil
		Schedule Tribe	10	01	Nil
		Schedule Caste	02	Nil	Nil
		B.C-I	02	Nil	Nil
		B.C-II	00	Nil	Nil
		<b>Total</b>		<b>27</b>	<b>02</b>

##### 2. English Stenographers in Judicial Academy Jharkhand, Ranchi and Civil Courts of the State of Jharkhand and Hindi Stenographer for the Civil Courts/Family Courts of the State of Jharkhand.

English Stenographer for Judicial Academy Jharkhand, Ranchi						
Category	General	Schedule Tribe	Schedule Caste	E.B.C. (B.C-I)	B.C-II	Total
Vacancy	01	01	Nil	Nil	Nil	02
English Stenographer for Civil Courts and Family Courts of the State of Jharkhand						
Category	General	Schedule Tribe	Schedule Caste	E.B.C. (B.C-I)	B.C-II	Total
Vacancy	43	50	25	10	05	133
Hindi Stenographer for Civil Courts of the State of Jharkhand						
Category	General	Schedule Tribe	Schedule Caste	E.B.C. (B.C-I)	B.C-II	Total
Vacancy	04	03	02	02	Nil	11

Candidates should submit application in the prescribed format given below, addressed to the Registrar General, High Court of Jharkhand, Ranchi by Registered post/Speed post only. The application received through other means will not be accepted. The last date for receipt of application is 31<sup>st</sup> March, 2016.

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

#### **Eligibility criteria:-**

1. Candidates must be Graduate from a recognized University having proficiency in English Shorthand and typing for Personal Assistant of High Court, English

stenographers of Civil Court and for Hindi Stenographer of Civil Court, the candidate must be proficient in Hindi shorthand and typing. The speed of shorthand and typing of Personal Assistant & English stenographers would be 100 and 40 words per minute respectively with permissible mistake of 10% and for Hindi Stenographer the speed would be 70 and 35 words per minute respectively with permissible mistake of 10%.

2. Candidates must be well acquainted with the computer application.
3. 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.
4. The candidates must be above 18 years of age but not more the age of 35 years in case of General category 37 years age in case of E.B.C./M.B.C. (Schedule-I) and B.C. (Schedule-II) category, 38 years in case of female (General, E.B.C./M.B.C. and B.C.) and 40 years in case of S.T. and S.C. category, as on 01.01.2016. The Physically disabled Candidates will get a further age relaxation of five (05) years.
5. The reservation policy of the State Government will apply and the benefit of the same shall be given to the candidate belonging to the State of Jharkhand only. The candidates of the other State in the Reserved Category shall be treated as General Category candidate.
6. The Skill Test of the candidates would be taken first. Only those candidate who will qualify for the Skill test would be allowed to appear in the Personality Test/Viva voce test.
7. Merit list will be prepared on the basis of marks obtained in the Skill test and the Personality Test/Viva voce test.
8. Candidate must mention the word "Personal Assistant & English Stenographers" only for the post applied for Personal Assistant and English Stenographers.
9. Candidate must mention the word "Hindi Stenographers" only for the post applied for Hindi Stenographers.
10. Candidates desirous of applying for both Hindi & English Stenographer must submit separate applications for Hindi & English Stenographer.
11. Candidates must send only one application in an envelope.
12. No advance copy would be accepted.
13. Applications must be sent through registered post/ speed post only.

#### Enclosures

1. Attested photocopy of the Matriculation Certificate in proof of date of Birth.
2. Attested photocopy of Provisional/Original Certificate of Graduation.
3. Attested 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.
4. Attested photocopy of the domicile certificate issued by the District Magistrate/Deputy Commissioner or by competent authority verified and countersigned by the District Magistrate/Deputy Commissioner in case of claiming reservation, duly attested by a Gazetted Officer.
5. Attested photocopy of the Handicapped certificate issued by the competent authority in case of Handicapped candidate, duly attested by a Gazetted Officer.

6. Original Bank Draft of Rs. 500/- (five hundred only) for General category, E.B.C./M.B.C. (Scheduled I) B.C. (Scheduled II) and Rs.125/- (one hundred and twenty five only) for S.C. and S.T. drawn on any nationalized Bank payable at Ranchi favouring Registrar General, High Court of Jharkhand, Ranchi towards the payment of examination fees.
7. Three recent passport size photographs (including one duly attested by Gazetted Officer), should be affixed in the application form.
8. One self addressed unstamped envelope of 10 by 4.5c.m..
9. Attested photo copy of Stenography certificate issued by competent institutions.

**Important**

1. Application should be filled up in ENGLISH in the proforma.
2. In the select list those who figure higher in merit list to be appointed against the existing vacancy for the posts of Personal Assistant in High Court. And after that they will be appointed in the post of Stenographers in Judicial Academy Jharkhand/Civil Courts/Family Courts.
3. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit.
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 name and address of the candidate must be mentioned in the overleaf of the Demand Draft.
6. Incomplete applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained this regard.
7. The information regarding schedule of the Examination and venue will be announced later on.
8. 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.

**Note:- The candidate will have to bring their own typewriter for typing test. No Machine will be provided by the examining authority.**

By order,

Date :- 11.02.2016

Sd/- Registrar General

**Format**

**Application for the Post of Personal Assistant of High Court of Jharkhand,  
English Stenographer of the Judicial Academy Jharkhand, Ranchi / Civil Courts/Family  
Courts of the State of Jharkhand and  
Hindi Stenographer for the Civil Courts of the State of Jharkhand**

Paste your coloured passport size photograph duly attested by the Gazetted Officer.

1. Application for the Post of  
(please tick whichever is/are applicable)
- a. Personal Assistant of High Court
  - b. English Stenographer of Judicial Academy Jharkhand
  - c. English Stenographer of Civil Court
  - d. English Stenographer of Family Courts  
Or
  - c. Hindi Stenographer of Civil Court

(Separate application must be submitted for Hindi Stenographer)

- 2. Name of the applicant (in capital letters):
- 3. Father's/Husband's name:
- 4. Address for communication with Pin Code:-----  
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- 5. Permanent Address:-----  
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- 6. Date and place of Birth: Date.....Month.....Year.....
- 7. Age (on 01.01.2016): Year.....Month.....Date.....
- 8. Nationality:
- 9. (a) Mobile No., if any:  
(b) Email ID, if any:

10. Educational & Professional Qualifications:

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

- 11. Special qualification, if any:-----
- 12. Category (please Tick)
  - a. General:
  - b. E.B.C. (Scheduled I):
  - c. B.C. (Scheduled II):
  - d. S.C.:
  - e. S.T.:
- 13. Sex (please specify): .....
- 14. 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
- 15. Whether presently serving in any Govt. Institution/ Undertaking (Yes/No):  
If yes,
  - a. Name of Department/Institution:
  - b. Name of Post held:
  - c. Since:

15. Details of Demand Draft :

- A. Amount:
- B. D.D. No./Postal Order No.:
- C. Date:
- D. Drawn on:

**Declaration**

Certified that the information furnished by me herein above is true to my personal knowledge and belief. Also certified that neither Criminal case is pending against me nor I have been ever punished by any Court of law nor am I involved in or related

with any Criminal case for any offence involving moral turpitude. I know that if anything stated herein above turns out to be false, the High Court of Jharkhand 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 be terminated/ cancelled and this may also entail my prosecution under Criminal/Penal Laws.

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

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

**Signature of Candidate**