

**HIGH COURT OF JHARKHAND , RANCHI**  
**Advertisement No. 01/Admn. Misc., 2015**

Applications are invited from the eligible candidates to fill up the existing vacancies on temporary basis of the following post-

**Deposition Typist** in Civil Courts- **Pay scale Rs. 5200-20200** with grade pay **Rs. 1900/-** (plus other usual allowances as per rule).

Candidates should submit their application in the prescribed format given below, addressed to the Registrar General, Jharkhand High Court, Ranchi by Registered Posts / Speed Posts only. The last date of receipt of application is **17.08.2015**.

The advertisement is also available on the official website of High Court of Jharkhand, Ranchi i.e. **www.jharkhandhighcourt.nic.in**.

**The eligibility criteria:-**

1. Candidates must be Graduate from a recognized University having computer typing speed of 25 words per minute in Hindi.
2. The candidates should possess sound health, good moral character and should not be involved in, or related to any criminal case of any type involving moral turpitude.
3. The candidates must have attained 18 years of age as on 01/04/2015 but should not be more than 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., S.C. category. The physically handicapped candidates (disability of physically handicapped will be decided as per State government norms) will get a further age relaxation of five (05) years.
4. The reservation policy of the State Government will apply and the benefit of the same shall be given to the candidates belonging to the State of Jharkhand only. The candidates of the other State in the Reserved Category shall be treated as General Category candidate.
5. The Skill Test of the candidates would be taken first. Only those candidates who will qualify in the Skill Test would be allowed to appear in the Personality Test/Interview.
6. Merit list will be prepared on the basis of marks obtained in the Skill Test and the Personality Test/Interview.
7. Candidates must send only one application in an envelope.
8. No advance copy would be accepted.

**Enclosures:-**

1. Photocopy of following documents duly attested by a Gazetted Officer:-
  - (a) Matriculation Certificate in proof of date of Birth.
  - (b) Provisional/ Original Certificate of Graduation from a recognized University.
  - (c) Caste Certificate (in case of reserved category).
  - (d) Domicile certificate issued by the competent authority in case of claiming reservation.
  - (e) Handicapped certificate issued by the competent authority in case of Handicapped candidate.
  - (f) Typing certificate issued by the competent institutions.
2. Original Bank Draft only of Rs. 400/- for General category, E.B.C. /M.B.C. (Scheduled I) B.C. (Scheduled II) and Rs.125/- 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.
3. One recent passport size photograph (duly attested by Gazetted Officer), should be affixed in the application form.
4. One self addressed unstamped envelope of 10 cm x 4.5cm.

**Important**

1. Application should be filled up in ENGLISH in the format prescribed below.
2. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit.
3. The name and address of the candidate must be mentioned in the overleaf of the Bank Draft.
4. Incomplete applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
5. A skill test (Computer Typing speed test @ 25 words per minute in Hindi) will be followed by Personality Test/Interview for successful candidates of skill test. The final merit list will be prepared on the basis of performance in the skill test and Personality Test/Interview.
6. 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.
7. 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 download the same from the official website of this Court/contact the Registrar General of High Court at least two days before the scheduled date of examination.
8. Canvassing in any form shall result in rejection of the candidature.
9. On the envelope containing the application form the words "Application for the post of Deposition Typist" must be inscribed.

Dated: - 16.07.2015

Sd/- Registrar General  
High Court of Jharkhand  
Ranchi

**Format**

**APPLICATION FOR THE POST OF DEPOSITION TYPIST IN CIVIL COURTS OF JHARKHAND**

1. Name of the applicant (in capital letters): .....

2. Father's/Husband's name: .....

3. Address for communication with Pin Code:-----

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4. (a) Mobile No., if any:.....

(b) Email ID, if any:.....

5. Permanent Address:-----

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6. Date and place of Birth: Date.....Month.....Year..... Place.....

7. Age (as on 01/04/2015): Year.....Month.....Day.....

8. Nationality: .....

9. Educational & Professional Qualifications:

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

10. Special qualification, if any:-----

11. Category (please Tick ):

- a. General:
- b. E.B.C./ M.B.C. (Scheduled I):
- c. B.C. (Scheduled II):
- d. S.C.:
- e. S.T.:

12. Sex (please specify): .....

13. Whether presently serving in any Govt. Institution/ Undertaking/ Public Limited Company

(Yes/No): .....

If yes:-

- a. Name of Department/Institution:.....
- b. Name of Post held:.....
- c. Since:.....

14. Details of Demand Draft:

A. Amount:.....

B. D.D. No.:.....

C. Date:.....

D. Drawn on:.....

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

15. 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.

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 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 liable to immediate termination/revocation/cancellation and this may also entail my prosecution under Criminal/ penal Laws.

Date:

Place:

Signature of Candidate