

HIGH COURT OF JHARKHAND, RANCHI

Advertisement No. 01/2013

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) English stenographers for Civil Courts of Jharkhand - Pay Scale of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (plus other usual allowance as per rule).
- (II) Hindi Stenographers for Civil Courts of Jharkhand - Pay Scale of Rs. 5200-20200/- with Grade Pay of Rs. 2400/- (plus other usual allowance as per rule).
- (III) English Stenographers for C.B.I. Courts at Dhanbad and Ranchi - Pay Scale of Rs. 5200-20200/- with Grade Pay of Rs. 1900/- (plus other usual allowance as per rule)
- (IV) Family Courts at Jamtara, Koderma, Latehar and Seraikella-Kharsawan - Pay Scale of Rs. 5200-20200/- with Grade Pay of Rs. 1900/- (plus other usual allowance as per rule)
- (V) Personal Assistants (English Stenographers) in the High Court of Jharkhand Pay Scale of Rs. 9300-34800/- with Grade Pay of Rs.4600/- (plus other usual allowance as per rule).

Candidates should submit application 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 30.03.2013.

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

Eligibility criteria

1. Candidates must be Graduate from a recognized University having proficiency in English Shorthand and typing for English Stenographers and Personal Assistants (whose main job is as Stenographers of High Court) and for Hindi Stenographer, the candidate must be proficient in Hindi shorthand and typing. The speed of shorthand and typing of English stenographers and P.A. 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 and typing on computers.
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 than the age of 35 years, as on the **31st day of January 2013**, in case of General Category, 37 years in case of E.B.C./M.B.C. (Schedule-I) and B.C. (Schedule-II) category, 38 years for female (General, E.B.C./M.B.C. and B.C. Category) and 40 years in case of S.C./S.T./P.H. category.

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 other states 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 called for Personality Test and Interview.
7. Candidates desirous of applying for both Hindi & English Stenographer must submit separate applications for Hindi & English Stenographer.
8. Candidates must send only one application in an envelope.
9. No advance copy would be accepted.
10. Applications must be sent through registered post/ speed post only.

Enclosures (Candidates are required to enclose)

1. Attested photocopy of the Matriculation or equivalent Certificate in proof of date of Birth.
2. Attested photocopy of Certificate of Graduation.
3. Attested photocopy of Caste Certificate (in case of reserved category).
4. Original Bank Draft of Rs. 400/- (four hundred only) for General category, E.B.C./M.B.C. (Schedule-I) B.C. (Schedule II) and Rs.100/- (one hundred only) for S.C. and S.T. drawn on any nationalized Bank payable at Ranchi favouring Registrar General, Jharkhand High Court, Ranchi towards the payment of examination fees.
5. Three recent passport size photographs (including one duly attested by Gazetted Officer), should be affixed in the application form.
6. One self addressed unstamped envelope of 10 by 4.5c.m..
7. Attested photo copy of Stenography certificate issued by competent institutions.
8. Attested photocopy of domicile certificate issued by the competent authority, in case of claiming reservation.
9. Attested photocopy of Handicapped certificate issued by the competent authority in case of handicapped candidate.

Important

1. Application should be filled up in ENGLISH in the proforma.
2. Candidates are required to indicate name of three District in order of preference where they would desire to be posted in the event of selection in the Civil Court/C.B.I. Courts/Family Courts.
3. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit .
4. The merit list of the candidates for the purpose of appointment shall be prepared on the basis of a test of shorthand and typing followed by

personality test and interview. Shorthand and typing speed will be 100 and 40 words respectively for English Stenographer and Personal Assistants and 70 & 35 words respectively for Hindi Stenographers.

5. 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.
6. The information regarding schedule of the examination and venue will be announced later on.
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 contact the Registrar General of High Court at least two days before the scheduled date of examination.
8. The name and address of the candidates must be mentioned on the overleaf of Demand Draft.
9. Incomplete application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
10. Canvassing in any form shall result in rejection of the candidature.
11. Candidates must mention the word “English Stenographers” only for the post applied for Personal Assistants of High Court, English Stenographers of Civil Courts as well as C.B.I. Courts and Family Courts and Candidates must mention the word “Hindi Stenographers” only for the post applied for Hindi Stenographers.
12. In case, a candidate applies for all the categories of English Stenographers and Personal Assistant of the High Court then first, he/she will be considered for Personal Assistant in the High Court, thereafter, he/she will be considered for the post of Stenographer in Civil Courts and lastly he/she will be considered for the C.B.I. Courts and Family Courts respectively.

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

By order
Sd/-
Registrar General

Dated: _____

Format

**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 Civil Court
- c. English Stenographer of C.B.I. Court & Family Court
Or
Hindi Stenographer

(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:-----

5. Permanent Address:-----

6. Date and place of Birth:
7. Nationality:
8. (a) Mobile No., if any:
(b) Email ID, if any:
9. Educational & Professional Qualifications:

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

10. Special qualification, if any:-----
11. Category (please Tick)
- A. General:
B. E.B.C. (Scheduled I):
C. B.C. (Scheduled II):
D. S.C.:
E. S.T.:

12. Sex (please specify):

13. 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

14. 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. Name of three districts where he/she wants to be posted in case selected for Civil Court, C.B.I. Courts and Family Courts.

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

16. Details of Demand Draft/Bankers cheque:

- A. Amount:
- B. D.D. No.:
- C. Date:
- D. 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 direction. 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