

HIGH COURT OF JHARKHAND , RANCHI

Advertisement No. 03/Admn. Misc.,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) **English Stenographers for C.B.I. Courts & Family Courts** - Pay Scale of Rs. 5200-20200/- with Grade Pay of Rs. 1900/- (plus other usual allowance as per rule).
- (III) **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). (For Hindi Stenographer only, backlog vacancy exists for ST, SC & M.B.C./ E.B.C. Category of candidates, General category candidates need not apply for Hindi Stenographers).

Candidates can submit their application in the prescribed format given below, addressed to the Registrar General, High Court of Jharkhand, Ranchi by Registered post / speed Post only. The last date for receipt of application is 22.02.2014.

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 for Hindi Stenographers, the candidate must be proficient in Hindi shorthand and typing. The speed of shorthand and typing of English stenographers would be 60 and 30 words per minute respectively and for Hindi Stenographer the speed would be 60 and 25 words per minute respectively.
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 case involving moral turpitude.
4. The candidates must be above 18 years of age as on the 01.02.14 but not more than the age of 35 years 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 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 candidates. The Physically challenged 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 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 in the Skill test would be called for Personality Test and Interview.
7. Merit list will be prepared on the basis of marks obtained in the skill test and the Personality Test /Viva voce test.

8. Candidates applying for the post of English Stenographer must mention the words “ENGLISH STENOGRAPHER” on the envelope containing the application.
9. Candidates applying for the post of Hindi Stenographer must mention the words “HINDI STENOGRAPHER” on the envelope (There is no vacant post for General category candidates for Hindi Stenographers as it is the backlog vacancy which were not fulfilled earlier. Vacant posts are there for all categories of candidates for English 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 or equivalent Certificate in proof of date of Birth.
2. Attested photocopy of Certificate of Graduation and Stenography.
3. Attested photocopy of Caste Certificate (in case of reserved category).
4. Original Bank Draft / Postal Order for Rs. 400/- (Four Hundred Only) for General category, E.B.C./M.B.C. (Schedule-I) B.C. (Schedule 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.
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 4.5 c.m.
7. Attested photocopy of domicile certificate issued by the competent authority, in case of claiming reservation.

Important

1. Application should be filled up in ENGLISH in the proforma.
2. In the final selection list, those who figure higher in merit list will be appointed against the existing vacancy for the posts of Stenographers in Civil Court. After that, the rest successful candidates will be appointed in the C.B.I. Courts and Family Courts respectively.
3. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit.
4. The name and address of the candidate must be mentioned in the overleaf of the Demand Draft / Postal Order.
5. Incomplete applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained this regard.

6. 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.
7. 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.
8. The information regarding schedule of the examination and venue will be announced later on.
9. 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.
10. Incomplete application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
11. Canvassing in any form shall result in rejection of the candidature.

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.
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1. Application for the Post of
(please tick whichever is/are applicable)

- a. English Stenographer of Civil Court
- b. English Stenographer of C.B.I. Court
- c. English Stenographer of Family Court
- Or
- d. 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 of Birth and place:
- 7. Age (on 01.02.2014) : 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 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/Postal Order:

A. Amount:

B. Demand Draft/Postal Order No.:

C. Date:

D. Drawn on:

16. 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. I know that if anything stated herein above turns 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 Criminal prosecution under Penal Laws.

Date:

Place:

Signature of Candidate