

HIGH COURT OF JHARKHAND , RANCHI

Advertisement No. 01/Admn. Misc., 2014

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 post-

1. **Hindi Typist in Civil Courts-** Pay scale Rs. 5200-20200 with grade pay Rs. 2400/- (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 28.02.2014.

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

The proposed eligibility criteria:-

1. Candidates must be Graduate from a recognized University having typing speed 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 be above 18 years of age as on 01/02/2014 but not 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. and S.C. category of candidates. The physically handicapped candidates 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 candidate who will qualify in the Skill Test be allowed to appear in the Personality Test and interview.
6. Merit list will be prepared on the basis of marks obtained in the Skill Test and the Personality Test and interview.
7. Candidates must send only one application in an envelope.
8. No advance copy would be accepted.
9. Applications must be sent through registered post/ speed post only.

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 competent institutions.

2. Original Bank Draft or Postal Order of Rs. 400/- (Rs. Four hundred only) for General category, E.B.C./M.B.C. (Scheduled I) B.C. (Scheduled II) and Rs. 125/- (Rs. 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.
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 by 4.5 c.m..

Important

1. Application should be filled up in ENGLISH in the format prescribed below.
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.
3. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit and the preference of the place given by the candidates shall not be binding for the High Court even though it might be taken into consideration.
4. The name and address of the candidate must be mentioned in the overleaf of the Demand Draft.
5. Incomplete applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained this regard.
6. The skill test (Typing speed test @ 25 words per minute in Hindi) will be followed by Personality Test and 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 and interview. (The candidates will have to bring their own typewriter for Typing test. No Machine will be provided by the examining authority).
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 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.
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 Hindi Typist" must be inscribed.

Format

1. Application for the Post of Hindi Typist in Civil Courts of Jharkhand.

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: Date.....Month.....Year.....

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/Public Limited Company. (Yes/No):

If yes,

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

15. Name of three districts in order of preference where the candidate wants to be posted in case of selection:

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

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

16. Details of Demand Draft /Postal Order:-

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

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

Date:

Place:

Signature of the candidate