

**NOTICE**  
**HIGH COURT OF JHARKHAND, RANCHI**

**Quotations are invited from recruitment agencies for conducting the entire process of recruitment for the post of Personal Assistant of this Court.**

Details of work to be performed by the Agency, is available on the Official website of the High Court of Jharkhand, Ranchi i.e. [www.jharkhandhighcourt.nic.in](http://www.jharkhandhighcourt.nic.in), under the heading - "Tender".

**Closing date : 15.09.2022**

**Dated: 31.08.2022**

**Sd/-**  
**Registrar General**

**Work to be done by the Agency:**

1. Online collection of application forms with Online examination fee through the payment gateway (with link on the website of this Court).
2. Provide the receipt of the same to this Court and prepare the list accordingly.
3. Scrutiny of applications for sorting out applications of eligible candidates as per criteria fixed by this Court as well as eligibility prescribed under the advertisement and to furnish list of eligible as well as ineligible candidates to the Court in accordance with the advertisement.
4. To make available the data to the Court in soft copy.
5. Supply of a calendar/chart of the work to be done by the agency.
6. Uploading the Admit cards of the eligible candidates with photo, signature and roll numbers on the Official Website of High Court of Jharkhand in order to facilitate their downloading by the candidates.
7. Fixing of centres for examination at Ranchi only, to accommodate required number of candidates in each centre and to make seating arrangement for the candidates. The examination centres should not be too far away from the High Court and should be well connected by Public Transport.
8. Printing and supply of Stenography booklets, Instruction sheets & attendance sheets.
9. Delivery of examination materials at the centres/venues under proper vigilance by deputing sufficient number of supervisors and other competent personnel.
10. To provide competent invigilators for conducting the examination at the respective centres.
11. Packing and sealing of attendance sheets, admit cards and used & unused booklets/ Sheets of Stenography & Typing Test under proper vigilance.
12. Preparation of list of successful candidates of Stenography & Typing Test category wise separately i.e. General, SC, ST, BC-I, BC-II and furnish the list in soft copy as well as hard copy.
13. Handing over the application forms, answer sheets, question papers, etc. and result to this Court.
14. Uploading the Admit cards of the eligible candidates who have been declared qualified in the Stenography & Typing Test, with photo, signature and roll numbers on the Official Website of High Court of Jharkhand in order to facilitate

the downloading by the candidates for appearing in the Personality Test/ Viva-Voce.

15. Fixing of centres for Stenography Test at Ranchi only, to accommodate required number of candidates in each centre and to make seating arrangement for the candidates and to ensure other necessary infrastructure like Computer, etc. for properly conducting the Stenography & Typing Test. The examination centres should not be too far away from the High Court and should be well connected by Public Transport.
16. Preparation of final Merit List of successful candidates in Stenography & Typing Test and Personality Test/ Viva-Voce, Category wise separately, i.e. General, SC, ST, BC-I, BC-II and furnish the list in soft copy as well as hard copy to this Court.
17. Any other work related for the aforesaid recruitment process which is deemed fit and proper may be assigned by the Hon'ble Court from time to time for smooth functioning of the examination process.