

**HIGH COURT OF JHARKHAND , RANCHI**

**Advertisement No. 01/Accts./ 2018**

Online applications are invited from the eligible candidates to fill up the vacancies of **Personal Assistants in High Court of Jharkhand, Ranchi** in the Pay scale of Rs. 9300-34800/- with G.P. of Rs. 4600/- in PB-II (Pre-revised), Level-7 in 7th P.R.C. (plus other usual allowances as per rule) on temporary basis.

**Vacancy Position for the Post of Personal Assistant in High Court of Jharkhand, Ranchi:-**

Category	Total vacancy	Horizontal Reservation				
		Women (Reserved) 5%	Blind or Short Sighted (1%)	Deaf (1%)	Locomotive Handicapped & Cerebral Palsy (1%)	Games & Sports Quota (2%)
Un-Reserved	10	02	01		01	
Schedule Tribe	12					
Schedule Caste	04					
B.C-I	04					
B.C-II	02					
<b>TOTAL</b>	<b>32</b>	<b>02</b>	<b>01</b>		<b>01</b>	

As per guidelines of Ministry of Social Justice and Empowerment, the categories of Disabled suitable for the job of Personal Assistants are OL (One leg), BL (Both leg), OA (One Arm), B (Blind), LV (Low Vision)

Eligible candidates are required to submit online application for the recruitment process of Personal Assistants of High Court of Jharkhand, Ranchi. The application received through any other means will not be entertained or accepted.

Starting date of Online application : **10.05.2018**

Closing date of Online application : **24.05.2018**

**Eligibility Criteria:**

1. Candidates must be Graduate from a recognized University on/before the last date of submission of online application, having proficiency in english shorthand and in typing. The speed of shorthand would be 100 WPM (words per minute) and typing would be 40 WPM (words per minute) in English on computer with maximum permissible mistakes upto 10%.
2. Candidates must be well acquainted with the computer application.

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 18 or above years of age but not more than the age of 35 years in case of General category, 37 years age in case of B.C.-I and B.C.-II category, 38 years in case of female (General, B.C.-I and B.C.-II) and 40 years in case of S.T. and S.C. category, as on **01.04.2018**. The Physically disabled 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 the other State in the Reserved Category shall be treated as General Category candidate.
6. The Stenography and Typing Test of the candidates would be taken first. Only those candidates who will qualify for the Stenography and Typing Test would be allowed to appear in the Personality Test/Viva voce test.
7. Merit list will be prepared on the basis of marks obtained in the Stenography and Typing Test and the Personality Test/Viva voce test.
8. Candidates must fill only one online application for the post of Personal Assistant in the High Court of Jharkhand.

**Enclosures to be submitted in the space provided on the online application:-**

1. A scanned copy of the Matriculation Certificate in proof of date of Birth.
2. A scanned copy of Provisional/Original degree Certificate of Graduation.
3. A scanned copy of the caste certificate as per State Government's norms showing the place of residence and issued by the District Magistrate/Deputy Commissioner or by competent authority verified and countersigned by the District Magistrate/Deputy Commissioner (in case of reserved category only).
4. A scanned copy of Stenography & Typing certificate issued by competent institutions.
5. Details regarding uploading of documents:

Sl. No.	Documents name	Document size	Document dimension	Format
1.	Colour Scanned photograph of applicant	Less than 2Mb	200x300 pixels	JPG or PNG only
2.	Applicant's signature in black ink	Less than 2Mb	140x60 pixels	JPG or PNG only
3.	Scanned certificates of applicant	Max 2Mb per document	Not applicable	JPG or PNG only

**Important:**

1. Candidate is advised to go through the requirements of eligibility, age etc. and satisfy himself/ herself that he/ she is eligible before applying. Copies of supporting documents, along with their originals, will be sought from those candidates who qualify for Personality Test/ Viva voce. At the time of scrutiny, if any claim made in the application is not found substantiated, the candidature will be cancelled and no further claim will be entertained in this regard. The High Court's decision in this regard shall be final and binding.
2. The candidate must write his/ her name, date of birth, father's name strictly as given in the Matriculation/ 10<sup>th</sup> Certificate, otherwise, his/ her candidature will summarily be rejected/ cancelled at the time of scrutiny of application forms/ document verification at the time of Personality Test/ Viva voce or at any stage/ level it comes into the notice of the High Court of Jharkhand, Ranchi.
3. Application with illegible/ blurred photograph and/ or signature will be rejected.
4. Request for change/ correction in any particulars in the application form, once submitted will not be entertained under any circumstances.
5. Candidate is not required to send the printout of duly filled application form or any documents to the High Court of Jharkhand, Ranchi. Candidate is advised to keep a printout of the duly filled application with himself/ herself for future requirement/ reference.
6. Candidates are advised to retain with themselves the UTR (Unique Transaction Reference) number which will be generated on payment of prescribed examination fee.
7. The High Court shall have the authority to postpone or cancel the recruitment process at any time.
8. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit.
9. The decision of the Court for recruitment shall be final and binding and no communication shall be entertained in this regard.
10. Incomplete applications/ application or applications/ application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in the matter.
11. The information regarding schedule of the Stenography and Typing Test, venue and date for downloading of Admit cards will be announced later on, on the website of the High Court. No information shall be sent to any candidate individually.
12. The Admit cards indicating the date of Stenography and Typing Test and venue shall be downloaded by the candidates from the official website of the High Court of Jharkhand, Ranchi.
13. Examination fee:
  - i. Rs. 500/- (Five Hundred only) for Un-Reserved, B.C.-I & B.C.-II Category

ii. Rs. 125/- (One Hundred Twenty Five only) for SC & ST Category

14. Details with regard to payment of fee:

1. Payment gateway Name : Insta Mojo

2. Payment option will be : (a) Debit Card (b) Credit Card (c) Net Banking

15. Fee once paid will not be refunded in any circumstances.

**Note: The Typing Test shall be taken on Computer which shall be provided by the examining authority.**

**By order,  
Sd/-  
Registrar General**

**Date : 02.05.2018**

**Format**

**Application Form**

**Application Number:**

**Application Number :**

**Post applied for : Personal Assistant of High Court of Jharkhand, Ranchi**

1. Name of the applicant (in capital letters):
2. Father's/Husband's name:
3. Address for communication with Pin Code: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Permanent Address with Pin Code :  
\_\_\_\_\_  
\_\_\_\_\_
5. Date of Birth: Date.....Month.....Year.....
6. Age(as on 01.04.2018): Year.....Month.....Date.....
7. Place of Birth: \_\_\_\_\_
8. Nationality: \_\_\_\_\_
9. (a) Mobile No.: \_\_\_\_\_  
(b) Email ID : \_\_\_\_\_
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. Un-Reserved:
  - b. B.C.-I:
  - c. B.C.-II:
  - d. S.C.:
  - e. S.T.:
13. Sex (please specify): .....
14. 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
15. Whether presently serving in any Govt. Institution/ Undertaking (Yes/No):  
\_\_\_\_\_
  - a) If yes, Name of Department/Institution:
  - b) Name of Post held:
  - c) Since:
16. Fee Details (Transaction Id/ Reference No./ Amount of Fee paid/ Paid On :  
\_\_\_\_\_
17. Documents uploaded

- i. Name of the document - Matriculation Certificate/ Graduation degree certificate/ Stenography and Typing Certificate/ Caste Certificate showing the place of residence (if applicable)/ Disability certificate (if applicable)/ Certificate showing achievement in sports (if applicable)/ Certificate in proof of Special qualification (if any)
18. Photograph of the candidate : to be uploaded in prescribed size

**Declaration**

It is hereby declared that the information furnished by me herein above is true to my personal knowledge and belief. It is also declared that neither Criminal case is pending against me nor I have ever been punished by any Court of law, nor am I involved in or related with any Criminal case for 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. I further declare that if I obtain appointment on any false or incorrect information, my appointment shall be terminated/ cancelled and I shall be liable for prosecution under the Law.

Date: \_\_\_\_\_

Place: \_\_\_\_\_

**Signature of Candidate**