

HIGH COURT OF JHARKHAND , RANCHI

Advertisement No. 01/Accts./2024

Online applications are invited from the eligible candidates to fill up the vacancies against the direct recruitment of **Assistants** in the **High Court of Jharkhand, Ranchi**.

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

| Category | Vacancy | Horizontal Reservation under total vacancy | | | | | |
|-----------------------|------------|--|---------------------------------|-----------------------------|---------------------------------------|--------------------------------|----------------------|
| | | Reservation for Women | Blindness and short sightedness | Deaf and hearing impairment | Locomotive Handicapped Cerebral Palsy | Autism & Multiple Disabilities | Games & Sports quota |
| Un-Reserved | 22 | 01 | | | | | |
| Schedule Caste | 06 | 00 | | | | | |
| Schedule Tribe | 14 | 01 | | 02 | | | 01 |
| B.C-I | 04 | 00 | | | | | |
| B.C-II | 03 | 00 | | | | | |
| EWS | 06 | 00 | | | | | |
| TOTAL | 55* | 02 | | 02 | | | 01 |

**Total number of vacancy may vary increase or decrease in future.*

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

Starting date of Online application: 20.02.2024

Closing date of Online application: 22.03.2024

The pay scale and educational qualification for the post of Assistant are described as follows:

| Name of the post | Pay scale | Minimum educational qualification and eligibility criteria |
|---|--|---|
| Assistant for the High Court of Jharkhand, Ranchi | Pay matrix Level 7 in the 7 th PRC, 44900 - 142400/- | Graduation or equivalent degree from a recognized University/Institution having knowledge of working on computers with sound knowledge of typing on computer. |

Eligibility Criteria:

1. Candidates must have the required minimum qualification on/before the last date of submission of online application.
2. Candidates must have knowledge of working on computers with sound knowledge of typing on computer (minimum typing speed of 20 w.p.m).
3. The eligibility criteria for the candidates of Games and Sports quota shall be applicable as per the prescribed norms contained in Sankalp No. 1709, dated 12.09.2007 of the Department of Tourism, Arts, Culture, Sports & Youth Affairs, Government of Jharkhand, for direct recruitment on the post of Group B.
4. Candidates must be well acquainted with the computer application.
5. The candidates should possess sound health, good moral character and should not be involved in, or related to any criminal case or any type of offence involving moral turpitude.
6. The candidates must be 21 or above years of age but not more than the age of 35 years in case of Un-reserved & EWS category, 37 years in case of B.C.-I and B.C.-II category, 38 years in case of female (Un-reserved, EWS, B.C.-I and B.C.-II) and 40 years in case of S.T. and S.C. category (for both Male & Female), as on **01.01.2024**. The Persons with Disability (PwD) will get a further age relaxation of Ten (10) years.
7. 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 Un-reserved Category candidates.
8. Merit list will be prepared on the basis of marks obtained in the written test and the Personality Test/Viva voce test.
9. Candidates must fill only one online application for the post of Assistant in the High Court of Jharkhand.

Facilities For Disabled Candidates:

The person suffering from Visual Disability and Locomotive Disability will be provided a Scribe on their demand. The additional time @20 minutes per hour will be provided to all the physically disabled candidates.

The Shrutilekhak/ Scribe will be provided to the disabled candidates under the following conditions:-

- I. The Shrutilekhak/ Scribe will be provided only to those candidates, who come under the category of PH-Cerebral Palsy or Vision Impairment which should be clearly mentioned in their Admit Cards in the column of Category of PH.

- II. The arrangement of Shrutilekhak/ Scribe shall be made by the disabled candidates themselves.
- III. The education qualification of the Shrutilekhak/ Scribe must be one grade lower than that of the educational qualification required for the recruitment and he shall not be a close relative of the candidate.
- IV. The marks obtained by the Shrutilekhak/ Scribe in the last Educational Examination must be below 50%.
- V. For availing the facility of Shrutilekhak/ Scribe, the disabled candidate shall submit an application and details of the Shrutilekhak/ Scribe arranged by himself in the prescribed format (Appendix-I) with the self attested disability certificate before the Centre Superintendent of the Examination Centre mentioned in the Admit Card one day prior to the date of Examination.
- VI. The disabled candidates have to present at the examination centre with the Shrutilekhak/ Scribe 90 minutes before the examination time. In case they come without Shrutilekhak/ Scribe, they shall not get the benefit of Shrutilekhak/ Scribe and they themselves shall be responsible for this.
- VII. The centre superintendent shall provide additional time to the disabled candidates @20 minutes for each hour of examination.
- VIII. The facility of Shrutilekhak/ Scribe will not be provided to the candidates suffering from Locomotive disability and Palsy disability having writing capacity of more than 40% but partially affected. However, they will get additional time @20 minutes for each hour of examination.
- IX. The facility of Shrutilekhak/ Scribe will be provided to the disabled candidates only on submission of application in this regard before the Centre Superintendent of the Examination Centre mentioned on the Admit Card one day prior to the date of Examination. No application shall be entertained for this purpose on date of examination.

ENCLOSURES TO BE SUBMITTED IN THE SPACE PROVIDED ON THE ONLINE APPLICATION FORM.

- I. A latest scanned photograph and signature of the candidate.
- II. A scanned copy of the Matriculation Certificate in proof of date of birth or Matriculation Mark sheet/Grade Sheet in case date of birth is not mentioned on the Matriculation Certificate.
- III. A scanned copy of Provisional/Original Certificate of Graduation or equivalent degree Certificate from recognized university.

- IV. A scanned copy of certificate of Diploma in Computer Application/ DCA + of at least 06 months duration from a recognized institute.
- V. A scanned copy of residential certificate in the prescribed format as contained in the letter no. 4650 dated 02.06.2016 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of the Sub-Divisional Officer in case the same is issued on 02.06.2016 and onwards.

Or,

The residential certificate in the prescribed format as contained in the letter no. 5752 dated 19.07.2019 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of the Circle Officer in case the same is issued on 19.07.2019 and onwards.

- VI. A scanned copy of caste certificate issued by the District Magistrate/Deputy Commissioner/Sub-Divisional Officer of district/subdivision in the prescribed format as per the norms prevailing in the State Government in case the same is issued before 25.02.2019.

Or,

The caste certificate in the prescribed format as contained in the letter no. 1754 dated 25.02.2019 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of the Circle Officer in case the same is issued on 25.02.2019 and onwards.

- VII. A scanned copy of the certificate relating to Economically Weaker Section in prescribed form as per the norms prevailing in the State Government.
- VIII. A scanned copy of certificate relating to disability in prescribed form as per the norms prevailing in the State Government.
- IX. A scanned copy of certificate relating to no objection of employer, if candidate is serving in any Govt. Institution/Undertaking.

Details regarding uploading of scanned documents are as follows:-

| Sl. No. | Documents name | Document size | Format |
|---------|--|--------------------------|------------------|
| 1. | Colour Scanned photograph of applicant | 10kb to 50kb (maximum) | JPG or JPEG only |
| 2. | Applicant's signature in black ink | 10kb to 50kb (maximum) | JPG or JPEG only |
| 3. | Scanned certificates of applicant | 100kb to 200kb (maximum) | JPG or JPEG only |

Examination fee:

- i. Rs. 500/- (Five Hundred only) for Un-Reserved, EWS, B.C.-I & B.C.-II Categories
- ii. Rs. 125/- (One Hundred Twenty Five only) for SC & ST Categories

Persons with Disabilities will be exempted from the examination fee.

Details with regard to payment of fee:

1. Payment gateway Name : Razorpay
2. Payment option will be : (a) Debit Card (b) Credit Card (c) UPI
(d) Net Banking

Note: Fee once paid will not be refunded in any circumstances.

Important:

1. Online application is to be filled up in English only.
2. 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/Viva-voce Test. 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.
3. The candidate must write his/her name, date of birth, father's name strictly as given in the Matriculation/10th Certificate, otherwise, his/her candidature will summarily be rejected/cancelled at the time of scrutiny of application forms or during 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.
4. Application with illegible/blurred photograph/documents and/or signature will be rejected.
5. Request for change/correction in any particulars in the application form, once submitted finally will not be entertained under any circumstances.
6. Incomplete application or application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in the matter.
7. 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.
8. Candidates are advised to retain with themselves the UTR (Unique Transaction Reference) number which will be generated on payment of prescribed examination fee.
9. The High Court shall have the authority to postpone or cancel the recruitment process at any time.
10. The appointment will be made strictly from the panel of successful candidates prepared on the basis of Merit.

11. The decision of the Court for recruitment shall be final and binding, and no communication shall be entertained in this regard.
12. The information regarding schedule of the written test, computer skill test and viva-voce, venue and date for downloading of Admit cards will be announced later on, on the Official website of the High Court. No information shall be sent to any candidate individually.
13. Canvassing in any form shall result in rejection of the candidature.

By order,
Sd/-
Registrar General

Appendix- I
Details of Shrutilekhak/ Scribe

1. Name of the Applicant: _____
2. Roll No.: _____
3. Type and percentage of disability: _____
4. Name of the examination centre: _____
5. Examination Room no.: _____ (not to be filled by candidate)
6. Name of Shrutilekhak/ Scribe: Mr./Ms. _____
7. Name of father / husband of shrutilekhak/ scribe: _____
8. Address of Shrutilekhak/ Scribe: _____
9. Date of Birth of Shrutilekhak/ Scribe: _____
10. Educational Qualification of Shrutilekhak/ Scribe:-

| Name of Examination or Course | Stream | Year | Passed/ Studying | Class/ Division and % of marks | Name of the Board/ University |
|-------------------------------|--------|------|------------------|--------------------------------|-------------------------------|
| | | | | | |

I _____ certify that the Shrutilekhak/ Scribe Mr./ Mrs./ Ms. _____ is only 12th / Intermediate passed and he/ she is not my close relative. 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 be terminated/ cancelled and this may also entail my prosecution under Criminal/ Penal Laws.

Signature of Shrutilekhak/ Scribe

Signature of the Candidate

Signature of Invigilator

Signature of Examination Superintendent

Scheme of Examination, Syllabus and other details for recruitment to the post of Assistant in the High Court of Jharkhand, Ranchi.

Scheme of Examination:

| Sl.No. | Name of Test | Marks | Duration of Test | Qualifying Marks |
|--------|---------------------|----------------------|---|---|
| 1. | Written Test | 90 marks | 02 Hours (additional time @20 mins for each hour shall be provided to the candidates belonging to Persons with Disability category) | UR, EWS, BC-I & BC-II – 40% and SC & ST- 30%. |
| 2. | Computer Skill Test | Qualifying in nature | 5 min | 100 words @ 20 words per minute typing speed. |
| 3. | Viva-voce | 15 marks | ----- | 05 marks for all categories. |

Syllabus for Written Examination:

1. **Group I-** General English comprising of English Comprehension, English Grammar and English word power (20 Marks) as well as English Essay writing (10 marks)
2. **Group II-** Objective General Knowledge (30 Marks)
3. **Group III-** Numerical Ability and Reasoning Test including Mathematical test of Matric Standard (30 Marks)

Computer Skill Test:

1. Computer Skill Test shall be qualifying in nature. The merit list of the candidates for the purpose of appointment may be prepared on the basis of a written test to be followed by a test for working on computers and knowledge of typing on computers and Viva-voce test.
2. Only the candidates getting the qualifying marks in the written test shall be called for Viva-Voce test and test for working on computers and knowledge of typing on computers.
3. The candidates will be asked to type a written passage of 100 words @ 20 words per minute and to save the same on computer at the particular location.

By order,
Sd/-
Registrar General