

Annexure - A

HIGH COURT OF JHARKHAND , RANCHI

Advertisement No. 01/Recruitment Cell/2023

Online applications are invited from the eligible candidates to fill up the vacancies of **Personal Assistant in the High Court of Jharkhand, Ranchi** on temporary basis.

Vacancy Position for the Post of Personal 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	13	01	01	01	00	00	01
Schedule Caste	05	00					
Schedule Tribe	13	01					
B.C-I	05	00					
B.C-II	02	00					
EWS	04	00					
TOTAL	42*	02					

**Total number of vacancy may vary in future, if required.*

Eligible candidates are required to submit online applications for the recruitment process of Personal 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 : **25.05.2023**

Closing date of Online application : **24.06.2023**

The pay scale and educational qualification for the post mentioned in the above tabular chart are described as follows:

Name of the post	Pay scale	Minimum educational qualification
Personal 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

Eligibility Criteria:

1. Candidates must have the required minimum qualification on/before the last date of submission of online application.
2. Candidates must be proficient 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%.
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 category, 37 years in case of B.C.-I and B.C.-II category, 38 years in case of female (Un-reserved, B.C.-I and B.C.-II) and 40 years in case of S.T. and S.C. category, as on **01.04.2022**. The Persons with Disability candidates 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. 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.
9. Merit list will be prepared on the basis of marks obtained in the Stenography and the Personality Test/Viva voce test.
10. 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 Certificate of Graduation or equivalent degree Certificate from recognized university.
3. 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.

4. 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 norm 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.

5. A scanned copy of the certificate relating to Economically Weaker Section Candidates in prescribed form as per the norm prevailing in the State Government.
6. A scanned copy of certificate relating to disability in prescribed form as per the norm prevailing in the State Government.
7. A scanned copy of certificate relating to no objection of employer, if candidate is serving in any Govt. Institution/Undertaking.
8. Details regarding uploading of documents:

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

Persons with Disabilities candidates 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/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 Stenography and Typing Test, 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. 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.
14. Canvassing in any form shall result in rejection of the candidature.

Note: The Transcription of Shorthand and Typing Test shall be taken on Computer which shall be provided by the examining authority.

**By order,
Sd/-
(Mohammad Shakir)
Registrar General**

Date :