HIGH COURT OF JHARKHAND, RANCHI

ADVERTISEMENT NO. : 01/Accts. /2016

Application are invited from the eligible candidates to fill up the existing vacancies, on temporary basis of the following posts-

1. Assistant in High Court in the Pay Scale of Rs. 9300-34800/- with grade pay of Rs.4600/- (plus other usual allowances as per rule).

2. Assistant in Judicial Academy Jharkhand in the Pay Scale of Rs. 9300-34800/- with grade pay of Rs.4600/- (plus other usual allowances as per rule).

3. Assistant/Clerk of the Civil Courts of the State of Jharkhand in the Pay scale of Rs. 5200-20200/- with grade pay of Rs.2400/- (plus other usual allowances as per rule).

4. Assistant/Clerk of the Family Courts of the State of Jharkhand in the Pay scale of Rs. 5200-20200/- with grade pay of Rs.1900/- (plus other usual allowances as per rule)

The details of vacancies are as under :

1. Vacancy position to the post of Assistant in the High Court.

Sl. No.	Name of the Posts	Reservation Category	Number of Posts		
				Horizontal reservation under Total Vacancy	
			Total	Women	Physically Disabled persons
1	2	3	4	5	6
1.	Assistant of the High Court	General	50	03	02
		Schedule Tribe	26	01	01
		Schedule Caste	10	01	Nil
		B.C-I	09	Nil	Nil
		B.C-II	05	Nil	Nil
		Total	100	05	03

2. Vacancy position to the post of Assistant in the Judicial Academy Jharkhand, Ranchi and Assistant/Clerk in the Civil Courts of the State of Jharkhand

Assistant for Judicial Academy Jharkhand, Ranchi						
Category	General	Schedule Tribe	Schedule Caste	E.B.C. (B.C-I)	B.C-II	Total
Vacancy	01	01	Nil	Nil	Nil	02
Assistant/Clerk for Civil Courts and Family Courts of the State of Jharkhand						
Category	General	Schedule Tribe	Schedule Caste	E.B.C. (B.C-I)	B.C-II	Total
Vacancy	83	65	29	20	09	206

The Candidates may submit their application in the prescribed format given below, addressed to the Registrar General, High Court of Jharkhand, Ranchi by Registered post/Speed post only. The application received through other means will not be accepted. The last date for receipt of application is 31st March 2016.

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

ELIGIBILITY CRITERIA

1. Graduate from recognized University having knowledge of working on computers with sound knowledge of Typing in computer
2. 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.
3. The candidates must be above 18 years of age but not more than the age of 35 years in case of General Category, 37 years in case of E.B.C(B.C-I) & B.C(B.C-II) Category, 38 years in case of Female (General, E.B.C. & B.C.) and 40 years in case of S.C./S.T

Category as on 01.01.2016. The Physically disabled candidates will get a further age relaxation of five (05) years.

4. Reservation policy of the State Government will apply and the benefit of 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.

The persons 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 the candidates of physically disabled Category. This facility will be provided to all the Physically disabled candidates.

Facilities for disabled candidates :-

The Shrutilekhak / Scribe will be provided to the candidates who are suffering from Blindness / Low Vision, Locomotive disability of both hand & arm and cerebral palsy, those disablement is 40% and more and unable to read and write. The Shrutilekhak / Scribe will be provided to the disabled candidates under the following conditions :-

(i) The Shrutilekhak / Scribe will be provided only to those disabled candidates, when the PH-Cerebral Palsy or Vision is clearly mention in their Admit Card in the column of Category.

(ii) The arrangement of Shrutilekhak / Scribe shall be made by the disabled candidate itself.

(iii) The educational qualification of the Shrutilekhak / Scribe must be one grade low to that of the educational qualification required for recruitment and he shall not be the close relative of the candidate.

(iv) The marks obtained by the Shrutilekhak / Scribe in his last Educational Examination must be below 50%

(v) **For availing the facility of Shrutilekhak / Scribe, the disabled candidate shall submit an application and detail of the Shrutilekhak / Scribe arranged by himself in 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 candidate have to be present at the Examination centre with the Shrutilekhak / Scribe before 90 minutes from the examination time. In case they will come without Shrutilekhak / Scribe, they will not get the benefit of Shrutilekhak / Scribe and he will be self 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 those candidates suffering from Locomotive disability & Cerebral Palsy 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 submission of application in this regard before the Centre Superintendent of the Examination Centre mentioned in the Admit Card one day prior to the date of examination. No application shall be accepted for this purpose on the date of examination.

ENCLOSURES: Candidates are required to enclose:-

1. Original Bank Draft of **Rs. 500/- (Five Hundred only)** for General category, E.B.C. (Schedule I), B.C. (Schedule II) and **Rs. 125/- (One Hundred twenty five only)** for S.C and S.T. category, drawn on any Nationalized Bank payable at Ranchi in favour of Registrar General, High Court of Jharkhand, Ranchi, towards the payment of examination fee. Examination Fees through other means will not be accepted.
2. Three recent passport size photographs (including one, duly attested by Gazetted Officer), should be affixed on the application form.
3. One self addressed unstamped envelope of 10X4½ Cm.
4. Photocopy of the Matriculation Certificate in proof of date of birth and photo copy of mark-sheet duly attested by a Gazetted Officer.
5. Photocopy of the Provisional/ Original Certificate and mark-sheet of Graduation from a recognized University along with a Certificate of Diploma in Computer Application from a recognized Institute both duly attested by a Gazetted Officer.
6. Photocopy of the caste certificate 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) duly attested by a Gazetted Officer.
7. Photocopy of the domicile certificate issued by the District Magistrate/Deputy Commissioner or by competent authority verified and countersigned by the District Magistrate / Deputy Commissioner in case of claiming reservation, duly attested by a Gazetted Officer.
8. Photocopy of the disability certificate issued by the competent authority in case of disabled candidate, duly attested by a Gazetted Officer.

IMPORTANT

1. The application is to be filled up in English only.
2. In the select list those who figure higher in merit list to be appointed against the existing vacancy for the posts of Assistant in High Court. And after that they will be appointed in the post of Assistant/Clerk in Judicial Academy Jharkhand/Civil Courts/Family Courts.
3. The appointment will be made strictly from the panel of successful candidates prepared on the basis of merit.
4. The merit list of the candidates for the purpose of appointment shall 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. The candidates will have to type out a passage consisting of 100 words @ 20 W.P.M and will have to burn the same in a Compact Disc which will be supplied by the examining authority and will handover the same immediately after the Computer test.
5. 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.
6. The information regarding schedule of the Examination and venue will be announced later on.
7. 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.

8. The name and address of the candidates must be mentioned on the overleaf of Demand Draft.

9. Incomplete application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.

10. Canvassing in any form shall result in rejection of the candidature.

11. On the envelope containing the application form the words **"Application for the post of Assistant in High Court of Jharkhand, Ranchi, Judicial Academy Jharkhand, Ranchi and Assistant/Clerk for the Civil Courts/Family Courts of the State of Jharkhand"** must be inscribed.

12. No advance copy will be accepted.

By order,

Date :- _____

Sd/- Registrar General

FORMAT

Application for the Post of Assistant of High Court of Jharkhand,
Assistant of the Judicial Academy Jharkhand, Ranchi and
Assistant/Clerk for the Civil Courts/Family Courts of the State of Jharkhand

Paste your passport size photograph duly attested by the Gazetted Officer

Application for the Post of
(please tick whichever is/are applicable)

a. Assistant of High Court ☐
b. Assistant/Clerk of Civil Court ☐
c. Assistant/Clerk of Judicial Academy Jharkhand ☐
d. Assistant/Clerk of Family Courts ☐

(i) Name of the applicant (in capital letters):_____

(ii) Father's / Husband's name: _____

(iii) Address for communication with Pin Code:_____

_____

_____

(vii) a) Mobile No, if any _____

b) Email ID, if any _____

(viii) Permanent Address: _____

_____

_____

(ix) Date and place of Birth: _____

(x) Age as on 01.01.2016 : Year _____ Month _____ Day _____

(xi) Nationality: _____

(xii) Educational & Professional Qualifications:

Examinations Passed	Name of the Board/ University	Year of passing	% of marks	Class/ Division

(xiii) Special Qualification, if any: _____

(xiv) Category(Please Tick) :

1. General
2. E.B.C. (Schedule I)
3. B.C. (Schedule II)
4. S.C.
5. S.T.

(xv) Sex (Please specify) :

(xvi) 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.

(xvii) Whether presently serving in any Govt. Institution/ Undertaking (Yes/ No): If yes,

1. Name of Department / Institution: _____
2. Name of Post held: _____
3. Since: _____

(xviii) Details of Demand Draft:

1. Amount : _____
2. D.D. No.: _____
3. Date : _____
4. Drawn on : _____

DECLARATION

Certified that the information furnished by me herein above is true to my personal knowledge and belief. Also certified that neither Criminal case is pending against me nor I have been ever 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. 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.

Date: _____

Place: _____

Signature of Candidate

APPENDIX - I

Application for the Post of Assistant of High Court of Jharkhand / Judicial Academy Jharkhand and Assistant/Clerk for the Civil Courts / Family Courts of the State of Jharkhand

Detail of Shrutilekhak / Scribe

1. Name of Applicant _____
1. Roll No. - _____
2. Type and percentage of disability –
3. Name of the Examination Centre –
4. Examination Room No. - (do not fill it)
5. Name of Shrutilekhak / Scribe –
6. Name of Father / Husband of Shrutilekhak / Scribe –
7. Address of Shrutilekhak / Scribe
8. Date of birth of Shrutilekhak / Scribe –
9. 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 _____ Certified that the Shrutilekhak / Scribe Mr. / Mrs. / Ms. _____ is only 12th / Intermediate passed and he / she is not my closed 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

10. Noting –

Signature of Invigilator

Signature of Examination Superintendent