

## **HIGH COURT OF JHARKHAND , RANCHI**

### **Advertisement No. 04 /Accts./2018**

Online applications are invited from the eligible candidates to fill up the existing vacancies in **The High Court of Jharkhand, Ranchi** for the following post:-

1. **Assistant (Post Code – 01)** : Pay scale of Rs. 9300-34800/- with G.P. of Rs. 4600/- in PB-II (Pre-revised), Level-7 in 7th P.R.C. i.e. Rs. 44,900 – 1,42,400 (plus other usual allowances as per rule)
2. **Assistant Librarian (Post Code – 02)** : Pay scale of Rs. 9300-34800/- with G.P. of Rs. 4200/- in PB-II (Pre-revised), Level-6 in 7th P.R.C. i.e. Rs. 35,400 – 1,12,400 (plus other usual allowances as per rule)
3. **Cashier (Post Code – 03)** : Pay scale of Rs. 9300-34800/- with G.P. of Rs. 4200/- in PB-II (Pre-revised), Level-6 in 7th P.R.C. i.e. Rs. 35,400 – 1,12,400 (plus other usual allowances as per rule)
4. **Translator (Post Code – 04)** : Pay scale of Rs. 9300-34800/- with G.P. of Rs. 4600/- in PB-II (Pre-revised), Level-7 in 7th P.R.C. i.e. Rs. 44,900 – 1,42,400 (plus other usual allowances as per rule)
5. **Jr. Translator (Post Code – 05)** : Pay scale of Rs. 9300-34800/- with G.P. of Rs. 4200/- in PB-II (Pre-revised), Level-6 in 7th P.R.C. i.e. Rs. 35,400 – 1,12,400 (plus other usual allowances as per rule)
6. **Typist (Post Code – 06)** : Pay scale of Rs. 5200-20200/- with G.P. of Rs. 2400/- in PB-I (Pre-revised), Level-4 in 7th P.R.C. i.e. Rs. 25,500 – 81,100 (plus other usual allowances as per rule)

Starting date of Online application : 08.10.2018

Closing date of Online application : 23.10.2018

### **VACANCY POSITION:**

Sl. No.	Name of the post	Post code	Vacancy					Horizontal reservation			Total Vacancy
			UR	SC	ST	BC-I	BC-II	Women	PH	Sports quota	
1.	Assistant	01	27+ 01*	09	20	02	05	03	04	01	63+01*= 64
2.	Assistant Librarian	02	01	00	00	00	00	00	00	00	01
3.	Cashier	03	01	00	00	00	00	00	00	00	01
4.	Translator	04	00	00	01	00	00	00	00	00	01
5.	Jr. Translator	05	01	00	00	00	00	00	00	00	01
6.	Typist	06	03	00	01	01	00	00	00	00	05

\*Anticipated Vacancy

## **ELIGIBILITY CRITERIA**

1. **Assistant (Post Code – 01) :** Graduate from recognized University having knowledge of working on computers with sound knowledge of typing in computer
2. **Assistant Librarian (Post Code – 02) :** Graduate from a recognized University in Library Science
3. **Cashier (Post Code – 03) :** Commerce/Economics Graduate from a recognized university
4. **Translator (Post Code – 04) :** Graduate from a recognized University
5. **Jr. Translator (Post Code – 05) :** Graduate from a recognized University
6. **Typist (Post Code – 06) :** Graduate from a recognized University having typing speed of 40 words per minute in English. Preference will be given to the candidates having knowledge of typing in Hindi also.

## **AGE: AS ON 01.08.2018**

Category	Lower Age Limit	Upper Age Limit	Upper Age Limit	
			Women	Differently Abled (PH)
Un-Reserved	18	35	38	40
B.C-I	18	38	38	43
B.C-II	18	38	38	43
Schedule Caste	18	40	40	45
Schedule Tribe	18	40	40	45

***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 or Union Territories shall not get the benefit of reservation irrespective of any Caste they belong to. They shall be treated as General Category candidate. Therefore, such candidates are advised to fill up the Online application form under Un-Reserved Category and to tick in the box for 'UR' only.***

## **FACILITIES FOR DISABLED CANDIDATES:**

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 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 educational qualification of the Shrutilekhak/ Scribe must be one grade low than that of the educational qualification required for recruitment and he shall not be a 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 - III) 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 they 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 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 on 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 TO BE SUBMITTED IN THE SPACE PROVIDED ON THE ONLINE APPLICATION:**

1. A Scanned Photograph and signature of the candidate.
2. A scanned copy of the Matriculation Certificate in proof of date of Birth.
3. A scanned copy of Provisional/Original degree Certificate of Graduation.
4. A scanned copy of certificate of Diploma in Computer Application from a recognized institute (for post code- 01).
5. A scanned copy of typing certificate showing typing speed of 40 words per minute in English issued from a recognized Institution and typing certificate showing typing speed in Hindi issued from a recognized Institution if available (for Post Code – 06 only).

6. A scanned copy of the caste certificate in prescribed form as per norms of the State Government issued by the Deputy Commissioner or SDO (Sub-Divisional Officer), verified and countersigned by the Deputy Commissioner in case issued by SDO (for reserved category only).
7. Details regarding size, dimension and format of uploading of documents etc.:

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.	Applicants signature in black ink	Less than 2Mb	140x60 pixels	JPG or PNG only
3.	Scanned certificates of applicant	Max 2Mb/ document	Not applicable	JPG or PNG only

**FEE:**

- i. Rs. 500/- (Five Hundred only) for Un-Reserved Category, B.C-I & B.C-II Category, separately for each of the post applied for;
- ii. Rs. 125/- (One Hundred and Twenty Five Only) for SC and ST Category candidates, separately for each of the post applied for;

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

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

**IMPORTANT**

1. Online application is to be filled up in English only.
2. Separate online applications may be filled up for each post.
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 of offence/ act involving moral turpitude.
4. 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 will be sought only from those candidates who qualify for 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.
5. 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.

6. Application with illegible/ blurred photograph/ documents and/ or signature will be rejected.
7. Incomplete application or applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
8. Request for change/ correction in any particulars in the application form, once submitted finally will not be entertained under any circumstances.
9. The Admit Cards indicating the date of Examination and venue shall be downloaded from the Official Website of the High Court of Jharkhand by the candidates individually.
10. The Skill Test of Typewriting shall be taken on Computer which shall be provided by the examining authority.
11. No advance copy of application will be accepted.
12. 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 suggested to keep a printout of the duly filled application with himself/ herself for future reference.
13. Candidates are requested to retain with themselves, the UTR (Unique Transaction Reference) number which will be generated on payment of prescribed examination fee.
14. The High Court shall have authority to postpone or cancel the recruitment process without mentioning reason at any time and the decision of the Court for recruitment shall be final and binding on all concerned and no communication shall be entertained in this regard.
15. The information regarding venue and date of the Written Exam, Skill/ Typing Test, Personality/ Viva-Voce and information for downloading of Admit cards will be uploaded later on, in the Official Website of the High Court of Jharkhand, Ranchi.
16. The appointment will be made strictly from the panel of successful candidates prepared on the basis of merit.
17. The merit list of the candidates for the purpose of appointment shall be prepared on the basis of a written test followed by a Computer Skill Test and Personality Test/ Viva-Voce for Post Code – 01 and Written Test followed by Viva-Voce for Post Code – 02 to 05 and Written Test followed by typing Test for Post Code – 06. i.e. Typists.
18. Canvassing in any form shall result in rejection of the candidature.

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

**Date : 22.09.2018**

**Format**  
**Application Form**

(separate applications are to be filled up for each post)

**Application Number :**

**Post applied for :**

1. **Assistant**
2. **Assistant Librarian**
3. **Cashier**
4. **Translator**
5. **Jr. Translator**
6. **Typist**

1. Name of the applicant (in capital letters): \_\_\_\_\_
2. Father's/Husband's name (tick whichever applicable) : \_\_\_\_\_
3. Address for communication with Pin Code: \_\_\_\_\_  
\_\_\_\_\_

4. Permanent Address with Pin Code : \_\_\_\_\_

5. Date of Birth: Date.....Month.....Year.....
6. Age(as on 01.08.2018): 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. Work Experience (if applicable) : \_\_\_\_\_  
\_\_\_\_\_
13. Typing knowledge for Post Code 06 only (tick whichever applicable) :
  - a. English only
  - b. English & Hindi both

14. Category (please Tick)
- a. UR:
  - b. B.C-I :
  - c. B.C.-II :
  - d. S.C.:
  - e. S.T.:

15. Sex (please specify): .....

16. 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

17. Whether presently serving in any Govt. Institution/ Undertaking (Yes/No):

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If yes,

- a) Name of Department/Institution:
- b) Name of Post held:
- c) Since:

18. Fee Details (Transaction Id/ Reference No./ Amount of Fee paid/ Paid On : \_\_\_\_\_)

19. Documents uploaded

Name of the document – Matriculation Certificate/ Graduation degree certificate/ Certificate showing knowledge of working on computers i.e. DCA/ DCA+ of at least 6 months duration (if applicable)/Typing Certificate showing typing speed of minimum 40 words per minute in English (if applicable)/ Typing Certificate showing typing speed in Hindi (if available)/ Caste Certificate showing the place of residence (if applicable)/ Disability certificate (if applicable)/ Certificate showing achievement in sports (if applicable)

### **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 I am 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**

**APPENDIX - I**

**Detail of Shrutilekhak / Scribe**

1. Name of Applicant \_\_\_\_\_
2. Roll No. - \_\_\_\_\_
3. Type and percentage of disability –
4. Name of the Examination Centre –
5. Examination Room No. - (do not fill it)
6. Name of Shrutilekhak / Scribe –
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 :-

<b>Name of Examination or Course</b>	<b>Stream</b>	<b>Year</b>	<b>Passed / Studying</b>	<b>Class/ Division And % of marks</b>	<b>Name of the Board/ University</b>

I \_\_\_\_\_ Certify that the Shrutilekhak / Scribe Mr. / Mrs. / Ms. \_\_\_\_\_ is only 12<sup>th</sup> / 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

Signature of Invigilator

Signature of Examination Superintendent

## **Scheme of Examination & Syllabus and other details**

### **1. ASSISTANT (Post Code – 01)**

#### **Scheme of Examination :**

<b>Sl. No.</b>	<b>Name of Test</b>	<b>Marks</b>	<b>Duration of Test</b>	<b>Qualifying Marks</b>
<b>1.</b>	<b>Written Test</b>	<b>90 marks</b>	<b>2 Hours</b> ( <i>additional time @ 20 minutes per hour will be provided to the candidates of physically disabled Category</i> )	<b>Gen (UR), BC-I &amp; BC-II – 40% and SC, ST – 30%</b>
<b>2.</b>	<b>Computer Skill Test</b>	<b>Qualifying in Nature</b>	<b>5 Min</b>	<b>100 words @ 20 words per minute</b>
<b>3.</b>	<b>Viva-Voce</b>	<b>15 marks</b>	-----	<b>5 marks for all categories</b>

#### **Syllabus for Written Examination:**

1. Group 1- General English comprising of English Comprehension, English Essay, English paragraph writing and English word power (30 marks)
2. Group 2 - Objective General Knowledge (30 marks)
3. Group 3 - Numerical ability and reasoning Test including Mathematical test of Matric Standard (30 marks).

#### **Computer Skill Test**

- i. Computer Skill test will 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.
- ii. 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.
- iii. The candidates will be asked to Type the written passage of 100 words @ 20 words per minute and to have to burn the same in a Compact disc.

### **2. ASSISTANT LIBRARIAN (Post Code – 02):**

#### **Scheme of Examination :**

<b>Sl. No.</b>	<b>Name of Test</b>	<b>Marks</b>	<b>Duration of Test</b>	<b>Qualifying Marks</b>
<b>1.</b>	<b>Written Test</b>	<b>90 marks</b>	<b>2 Hours</b>	<b>Gen (UR), BC-I &amp; BC-II – 40% and SC, ST – 30%</b>
<b>2.</b>	<b>Viva-Voce</b>	<b>10 marks</b>	-----	<b>40 % for all categories</b>

**Syllabus for Written Examination :**

1. Group – 1: Library Science/ Circulation work/ Fundamental Categories, Facet Analysis and Sequence/ kinds of entries/ Indexing and abstracting Periodicals/ Library and Information Network (30 marks)
2. Group – 2: Objective General Knowledge (30 marks)
3. Group – 3: Numerical Ability and Reasoning Test including Mathematical Test of Matric Standard (30 marks)

**3. Cashier (Post Code – 03):****Scheme of Examination :**

Sl. No.	Name of Test	Marks	Duration of Test	Qualifying Marks
1.	Written Test	90 marks	2 Hours	Gen (UR), BC-I & BC-II – 40% and SC, ST – 30%
2.	Viva-Voce	10 marks	-----	40 % for all categories

**Syllabus for Written Examination :**

1. Group – 1: Micro and Macro Economic Theories, Indian Economy and International Trade (30 marks)
2. Group – 2: Accounting, auditing and Taxation/ Business, Finance and Financial Institutions/ Organisation Theories and Industrial Relations (30 marks)
3. Group – 3: Numerical Ability and Reasoning Test including Mathematical Test of Matric Standard (30 marks)

**4. Translator (Post Code – 04)****Scheme of Examination :**

Sl. No.	Name of Test	Marks	Duration of Test	Qualifying Marks
1.	Written Test	90 marks	2 Hours	Gen (UR), BC-I & BC-II – 40% and SC, ST – 30%
2.	Viva-Voce	15 marks	-----	5 marks for all categories

**Syllabus for Written Examination:**

1. Group 1- General English comprising of English Comprehension, English Essay, English paragraph writing and English word power (30 marks)
2. Group 2 - General Hindi comprising of Hindi Comprehension, Hindi Essay, Hindi paragraph writing and Hindi word power (30 marks)
3. Group 3 – Translation from English to Hindi and Hindi to English (30 marks).

## 5. Jr. Translator (Post Code – 05)

### Scheme of Examination :

Sl. No.	Name of Test	Marks	Duration of Test	Qualifying Marks
1.	Written Test	90 marks	2 Hours	Gen (UR), BC-I & BC-II – 40% and SC, ST – 30%
2.	Viva-Voce	15 marks	-----	5 marks for all categories

### Syllabus for Written Examination:

1. Group 1- General English comprising of English Comprehension, English Essay, English paragraph writing and English word power (30 marks)
2. Group 2 - General Hindi comprising of Hindi Comprehension, Hindi Essay, Hindi paragraph writing and Hindi word power (30 marks)
3. Group 3 – Translation from English to Hindi and Hindi to English (30 marks).

## 6. Typist (Post Code – 06):

### Scheme of Examination :

Sl. No.	Name of Test	Marks	Duration of Test	Qualifying Marks
1.	Written Test	90 marks	2 Hours	Gen (UR), BC-I & BC-II – 40% and SC, ST – 30%
2.	Typing Skill Test	-----	5 Min (200 Words)	@ 40 Words per Minute in English

**Note: After the Typing Skill Test as mentioned above, a separate Typing Test will be conducted to test the knowledge of Hindi Typing.**

### Syllabus for Written Examination:

1. Group 1 - General English comprising of English Comprehension, English Essay, English paragraph writing and English word power (30 marks)
2. Group 2 - Objective General Knowledge (30 marks)
3. Group 3 - Numerical ability and reasoning Test include Mathematical test of Matric Standard (30 marks)