

# HIGH COURT OF JUDICATURE AT PATNA

## Recruitment of Personal Assistant/Stenographer

### Employment Notice (Adv. No. P.A./02/2015)

Applications are invited from eligible candidates for appointment to existing 64 vacant posts of Personal Assistant, on probation as also against 30 anticipated vacancies likely to occur in near future in the ministerial establishment of Patna High Court, Patna in the pay-scale of PB-II of Rs. 9300-34800 + Grade Pay 4600/- plus usual allowances as admissible under the Rules, under the following conditions:

1. The application shall be filled up online ([www.patnahighcourt.bih.nic.in](http://www.patnahighcourt.bih.nic.in)) from **12.02.2015** to **13.03.2015** till 23:59 hours after which the link shall be disabled. However, the link shall remain available upto **18.03.2015** till 23:59 hours only for the purpose of uploading the scanned photograph, signature, declaration written in the handwriting of the candidate, filling in Bank reference number and obtaining the printout of the application form. The candidates are advised to keep a printout of the online filled in application form with themselves, and the same, along with all the required certificates, shall be requisitioned from the candidates qualifying the examination.

(i) The candidates are advised to write the declaration mentioned below in their own handwriting in Black ink on a white sheet of paper, get it scanned for the purpose of uploading the same while filling up the form online .....- **"I hereby declare that the facts and details given by me in this application are true to the best of my knowledge and belief. I understand that in the event of any of the particulars or information above being found false or incorrect at any stage, my candidature shall be liable to be rejected."**

(ii) Candidates will have to upload their scanned color photograph and signature (in Black ink). Accordingly, candidates are advised to scan their photograph, signature and declaration in the given format and save in a documentary file from where the photo, signature and hand written declaration in own handwriting so scanned can be browsed and uploaded.

(iii) The candidates will be able to upload their scanned photograph, signature and declaration on the website of the Court only after 24 hours of making successful payment online. After filling up the necessary details, a candidate will have to press the 'submit button', after which, a registration number will be generated. Thereafter, candidate will have to make payment online by following the link on the website. The candidates are advised to note down bank reference number that will be generated after making online payment, which they shall be required to fill in the application form while finally submitting the same. After 24 hours of making successful payment, a candidate may visit the website of the Court again by entering his registration number and date of birth to finally submit the application form.

2. The number of vacancies is subject to increase/decrease as the High Court may decide. In case of non-fulfillment of minimum qualifying standards by the candidate, the Court reserves the right to consider appointment on ad-hoc basis or on contract basis subject to the terms and condition of the relevant Rule.

### **3. Candidate must be :-**

(i) a citizen of India

(ii) medically fit

(iii) of a good character and antecedent

(iv) not below 25 years and above 35 years of age on the date of public notice/advertisement i.e. on 07.02.2015. The cut off date for the purpose of consideration of the eligibility of the applicant is 07.02.2015. Upper age limit is relaxable by three years in case of Backward Classes and five years in case of Scheduled castes/Scheduled Tribes candidates and those in the employment of the Union of India or the State Government.

Age limit shall not apply to persons already serving in establishment of this Court including daily wage employees and those working in the Courts subordinate to the Patna High Court or placed on deputation.

### **4. Minimum qualification prescribed for appointment to the post:-**

(i) The candidates must possess the minimum qualification of a Bachelor's Degree in any faculty or its equivalent of a recognized University. **Preference may be given to Law Graduates.**

(ii) Unless the candidate is an Honours Graduate in English or a Post Graduate in English, he must have obtained 50% marks in English at the Intermediate Examination.

(iii) The Candidates shall possess a certificate of English Shorthand and English Typing from an **Institution recognized/registered by or with the Government.**

**Note:-** a) The certificate above mentioned must have been obtained within one year immediately preceding the date of advertisement seeking application for appointment except in cases where they have already been working as such.

b) The candidates having experience of working in English Shorthand and English Typing with a law firm or in a Government Office would be preferred.

(iv) The Candidates shall possess a diploma/a certificate of at least a 6 months' course in Computer Application from an **Institution recognized by the Government.**

(v) The Candidates must have a minimum speed of 100 words per minute and 40 words per minutes in English Shorthand-Typing test.

(vi) The Candidates must have a minimum speed of 40 words per minute in English Typing test.

#### **5. Mode of Appointment:-**

By direct recruitment on the basis of (i) English shorthand-typing test with minimum speed of 100 words and 40 words per minute respectively. (ii) Typing (English) speed of 40 words per minute. (iii) English language and grammar test. (iv) Knowledge of Computer applications. (v) Oral Interview

The minimum qualifying standard will be :- (i) Accuracy of 90% in English Shorthand typing test; (ii) 95% in English typing test; (iii) 60% marks in English Language and grammar test; (iv) 60% marks in computer application test, (v) 30% marks in oral interview.

Provided that except in regard to interview, if any candidate secures 5% less than the minimum excepted marks in any of the above, he may be selected purely on Ad-hoc basis for one year, during which period he will have to clear the expected minimum qualifying standard in two biannual tests held in respect of the subject of deficiency. Unless regular appointment is made by specific order, candidate will continue to be an Ad-hoc appointee. If the candidate clears the expected minimum qualifying standard within the period of Ad-hoc appointment, he shall be duly appointed in the cadre on regular basis, failing which, he shall be declared unfit for appointment in the cadre.

Provided further that those candidates, other than above and other than in relation to marks secured in interview, who secure 10% below the minimum expected the qualifying marks in any of the tests aforesaid may be considered for selection purely on contractual basis for a maximum period of one year as Stenographer on contract and if in biannual test held, he fails to obtain the minimum expected qualifying marks in the area of deficiency, his contracts shall stand automatically terminated. On clearing the test and attaining the standard within the contract period, they may be considered for appointment subject to vacancy.

The contractual consolidated payment would be equivalent to the basic grade with no increment or other benefits till they become eligible for appointment in the cadre on regular basis.

**Age:-** Age of candidate as on the date of public notice/advertisement i.e. 07.02.2015 shall not be less than 25 years and shall not be more than 35 years.

#### **6. General Conditions :-**

- (i) Candidates in Govt./Public Undertaking Service and those working in the Courts subordinate to the Patna High Court or placed on deputation must take prior permission of the employer before filling in online application form. Such candidates are advised to preserve the permission letter obtained from their employer to produce the same whenever required/requisitioned.
- (ii) The prescribed educational qualification is minimum and mere possession of the same does not entitle any candidate to be called for the test(s). The High Court reserves the right to scrutinize applications of the candidates on the basis of educational qualifications and/or experience of working in similar capacity in the State/Central Govt. Offices/Undertakings.
- (iii) In case, it is detected at any stage that a candidate does not fulfill the eligibility criteria and/or has furnished incorrect information or suppressed any material information, his/her candidature/selection is liable to be cancelled.

#### **7. Examination Fee:-**

Candidates are required to pay Rs. 200/- (Rupees Two Hundred) only for general category candidates and Rs.50/- (Rupees Fifty) only for SC/ST candidates as examination fee online by following the link while filling up the form on website of the Court ([www.patnahighcourt.bih.nic.in](http://www.patnahighcourt.bih.nic.in))

- (a) Application without prescribed fee would not be considered.
- (b) Fee once paid shall not be refunded.

8. Reservation policy, as is applicable shall be followed.

9. **The candidates will have to download the Admit Card from the website of the Court by entering their registration number and date of birth, and hard copy of the same will not be sent to them. The candidates are advised to keep visiting the website of the Court for details and updates regarding examination.**

### **Recruitment of Personal Assistant/Stenographer Advt. No. P.A./02/2015**

#### **How to Apply**

**Candidates must apply online from 12.02.2015 to 13.03.2015 till 23:59 hours.**

**For Applying Online visit the "Recruitments" column on the left hand menu of Patna High Court Website (<http://patnahighcourt.bih.nic.in>)**

#### **Instructions for Filling in the Online Application**

1. Please note that all the particulars mentioned in the online application including Name of the Candidate, Date of Birth, Address etc. will be considered as final and no modifications will be allowed after submitting the online application. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained and permissible.
2. Candidates should carefully fill in the details in the online application at the appropriate places very carefully and click on the "SUBMIT" button at the end of the online Application format. Before pressing the "SUBMIT" button, Candidates are advised to verify every particular filled in the application. The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ marks sheets. Any change/ alteration found at later stage may disqualify the candidature.
3. After all the details are filled in and submitted, a Registration number will get generated. Thereafter, the

candidate will have to make payment by following the link on the website of the Court. Only after 24 hours of making successful payment, the candidate may visit the website of the Court again, enter his registration number and date of birth, upload his scanned photograph, signature and declaration to finally submit the application form.

4. The candidates are advised to take a printout of the finally submitted online application form, keep it with themselves, and the same along with relevant certificates shall be requisitioned from the candidates qualifying the examination.
5. Instructions for Photograph Image and Signature Image :-
  - Photograph Image :**
    - (a) The size of the file should be upto 40kb.
    - (b) Ensure that the size of the scanned image is not more than 40kb.
    - (c) The image file should be JPEG or JPG format only.
    - (d) Dimensions 200×230 pixels preferred.
  - Signature image :**
    - (a) The size of the file should be upto 10kb.
    - (b) Ensure that the size of the scanned image is not more than 10kb.
    - (c) The image file should be JPEG or JPG format only.
    - (d) Dimensions 140×60 pixels preferred.
  - Declaration Image :**
    - (a) The size of the file should be upto 50kb.
    - (b) Ensure that the size of the scanned image is not more than 50kb.
    - (c) The image file should be JPEG or JPG format only.
6. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the High Court's website on account of heavy load on internet/website.
7. High Court does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Court.
8. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
9. Any information submitted by an applicant in his/ her application will bind the candidate personally and if found to be false shall be liable for prosecution apart from consequences in civil law as may be deemed appropriate.
10. The candidates shall be required to submit such information and documents as may be required by the Patna High Court, Patna from time to time.

Dated the 4<sup>th</sup> February, 2015

  
REGISTRAR GENERAL,  
PATNA HIGH COURT, PATNA