

# HIGH COURT OF JUDICATURE AT PATNA

## Recruitment of Computer Operator-cum-Typist

### Employment Notice (Adv. No. 02/2016)

Applications are invited from eligible candidates for appointment to existing 19 vacant posts of Computer Operator-cum-Typist, on probation in the ministerial establishment of Patna High Court, Patna as per details below:

<u>Name of the Post</u>	<u>Vacancy</u>	<u>Pay Scale</u>
Computer Operator-cum-Typist	19	Pay-Scale of PB-1 of Rs. 5200-20200 + Grade Pay 2400/- 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 18.10.2016 to 04.11.2016 till 23:59 hours after which the link shall be disabled. However, the link shall remain available upto 08.11.2016 till 23:59 hours only for uploading the scanned documents. The candidates are advised to keep a printout of the online filled in application form with themselves, and produce the same, along with all the required certificates at the time of verification of certificates.
2. The number of vacancies is subject to increase/decrease as the High Court may decide.
3. **Candidate must be :-**
  - (i) a citizen of India.
  - (ii) medically fit.
  - (iii) of a good character and antecedent.
  - (iv) not below 18 years and above 37 years of age as on 1st. January, 2016. Upper age limit is 42 years in case of Schedule Caste/Schedule Tribe candidates and those in the employment of the Union of India or State Government.  
Upper age limit is 40 years in case of candidates belonging to BC and EBC.  
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 of Computer Operator-cum-Typist :-**
  - i) Graduate from any university.
  - ii) Diploma /Certificate course of at least six months in Computer application from an institution recognized by the Government.
  - iii) Typing speed 40 words per minute in English.
5. **Scheme of Examination:-**
  - i) Objective written test of English & Hindi consisting of 20 marks each.
  - ii) Computer proficiency test of 10 marks and
  - iii) Typing speed test on Computer (@ 40 words per minute) in English of 25 marks.
  - iv) Typing speed test on Computer (@ 30 words per minute) in Hindi of 25 marks.

**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) 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.500/- (Rupees Five Hundred) only for General/BC/EBC candidates and Rs. 200/- (Rupees Two Hundred) 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 would be given in the following manner:-**

Scheduled Castes	:	16%
Scheduled Tribes	:	01%
Extremely Backward Class	:	18%
Backward Class	:	12%
Physically Handicapped	:	03%

**Note:-** If the applicant does not claim for reservation in the proper place of application form, he/she will not be given benefit of reservation. Benefit of reservation will be given to only those candidates who are permanent resident of Bihar. Candidates who are not permanent resident of Bihar will be not given reservation. At the time of Interview, certificate of permanent domicile of Bihar is to be furnished by the candidate.

**9.** Suitable weightage may be given to the skilled players/sportsmen of repute.

**10.** The candidates will have to download the Admit Card from the website 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.

**11.** 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.

**12.** 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.

**13.** Please note that the above procedure is the only valid procedure for applying. Other mode of application or incomplete steps would not be accepted and such applications would be rejected.

**14.** 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.

15. 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.
16. The candidates must read carefully the General Instructions and follow the instructions therein for filling up online application form.
17. The candidates are advised to check the following declaration box appropriately otherwise their application may be rejected. **"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."**



Registrar General,  
PATNA HIGH COURT, PATNA

Dated the 17th October, 2016

# Recruitment of Computer Operator-cum-Typist Advt. No. 02/2016

## How to Apply

Candidates must apply online from 18.10.2016 to 04.11.2016 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.



Registrar General,  
PATNA HIGH COURT, PATNA

Dated the 17th October, 2016