सत्यमेव जयते

High Court of Judicature at Patna

Website: https://patnahighcourt.gov.in

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EX-CADRE ASSISTANT RECRUITMENT EXAMINATION, 2026

ADVERTISEMENT

Advertisement No.- **PHC/03/2026** Dated: 23.07.2026

Important Dates

Date for commencement of submission of online application	:	28.07.2026
Last date for submission of online application	:	27.08.2026
Last date for making online fee payment	:	30.08.2026
**** The link for making online fee payment shall remain disabled on 28.08.2026***		
Date of Examination	:	To be notified later

1. Online applications are invited from eligible candidates for appointment to **68 (sixty eight)** vacant posts of **Ex-Cadre Assistant (Group-C Post)** in **Level-4 (₹25,500/- to ₹81,100/-)** of pay matrix of 7th PRC plus usual allowances as admissible under the Patna High Court Officers and Staff (Recruitment, Appointment, Promotion and Other Conditions of Service and Conduct) Rules, 2021 as amended from time to time in the Establishment of High Court of Judicature at Patna (hereinafter referred to as 'High Court') initially on probation for a period of one year under the terms and conditions mentioned below :-

Sl. No.	Category	Total number of posts	Horizontally reserved posts for women (Out of total vacancy)
1.	Unreserved	29	10
2.	Scheduled Castes (SC)	11	04
3.	Scheduled Tribes (ST)	01	00
4.	Extremely Backward Classes (EBC)	12	04
5.	Backward Classes (BC)	08	03
6.	Economically Weaker Sections (EWS)	07	02
Total		**68**	**23**

Out of total 68 posts of Ex-Cadre Assistant, **03 (three) posts** shall be reserved under 4% horizontal reservation for **Locomotor Disabled** candidates as classified in Resolution no. 13062 dated 12.10.2017 of Government of Bihar.

Number of Vacancies is purely tentative in nature and the High Court reserves the right to alter the same at any stage of the selection process.

Willing candidates may apply online through the link provided on the official website of the Patna High Court i.e. https://patnahighcourt.gov.in only. The Application Form through any other mode shall not be accepted. The link shall remain active from 28.07.2026 to 27.08.2026 till 23:59 hrs., after which the link shall be disabled. New registration and modification in the online application form shall not be permitted after the last date for submission of online application i.e., 27.08.2026. Further, the link for making online fee payment shall remain disabled on 28.08.2026. The link will again be made active for 02 days i.e. on 29.08.2026 and 30.08.2026 only to facilitate those candidates who have submitted their application forms on or before 27.08.2026 to make online fee payment.

Each candidate shall submit one application only and in case more than one application i.e. multiple application forms are submitted by the same candidate, only the last application form, correct in all respect, shall be taken into account for consideration of his/ her candidature.

Only such candidates shall be considered for selection who participate and qualify in all the stages of the Examination, and no exemption shall be granted to any candidate including Locomotor Disabled candidates from appearing in any part/ stage of the Examination for the reasons whatsoever.

2. Eligibility Criteria:-

(i) Nationality:-

A candidate for recruitment to the post of Ex-Cadre Assistant must be-

(a) A citizen of India, or
(b) A Tibetan refugee who came over to India before 1st January, 1972 with the intention of permanently settling in India, or
(c) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Tanzania (formerly Tanganyika) and Zambia with the intention of permanently settling in India.

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government.

Provided also that, if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and such a candidate

can be retained in service after a period of one year only if he has acquired Indian citizenship.

Note:- A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he/ she may also be provisionally appointed subject to the necessary certificate being obtained by him/ her or issued in his/ her favour.

(ii) **Character:-** The character of a candidate must be such as to render suitable in all respect for appointment to the service in the High Court. The decision of the Appointing Authority in this regard shall be final.

Note:- Person terminated/ dismissed by the Government or by a Local Authority or a Corporation owned or controlled by the Government or convicted of serious offences (other than those punishable with only fine) by Court of law will be deemed to be ineligible for the recruitment.

(iii) **Marital Status:-** A male candidate who has more than one wife alive or a female candidate who has married a person already having a wife alive shall not be eligible for the recruitment.

(iv) **Physical fitness:-** No person shall be recruited unless he/ she is in good mental and physical health and free from any physical defect likely to interfere with the efficient performance of his/ her official duties. Before a candidate recruited directly is appointed to the establishment, he/ she shall be required to produce a medical certificate of physical fitness issued under the signature of a Medical Officer (not below the rank of Deputy Superintendent of a Government Hospital) at the time of joining the post.

Provided that no person under Orthopedically Handicapped (OH) – Locomotor Disabled category shall be recruited unless he/ she is in good mental health and physically fit except to the extent of his/ her disability.

(v) **Age limit:-** A candidate for direct recruitment to the post of Ex-Cadre Assistant must not be below 18 years of age as on the 1st January, 2026 i.e. a candidate must not be born later than 01.01.2008.

The category-wise permissible upper age limit is as follows:-

Sl. No.	Category	Maximum Age
01	Unreserved & EWS (Male)	37 years (born not earlier than 02.01.1989)
02	Unreserved & EWS (Female)	40 years (born not earlier than 02.01.1986)
03	BC / EBC (Male & Female)	40 years (born not earlier than 02.01.1986)

04	SC/ ST (Male & Female)	42 years (born not earlier than 02.01.1984)

Further, the upper age limit for those in employment under Central Government or Government of Bihar shall be relaxable by 5 years.

Locomotor Disabled candidates shall be entitled to an additional relaxation of 10 years in the maximum age limit of respective category. **However, such relaxation shall be provided subject to production of Disability Certificate issued by the Competent Authority as per relevant rules.**

The upper age limit shall not apply to a person already serving in the establishment of the High Court or a person engaged on daily wages or those working in the Courts subordinate to this Court or placed on deputation.

Relaxation in upper age limit by virtue of their caste/category shall be provided to those candidates only who are permanent residents of Bihar. Candidates availing such relaxation shall have to produce Domicile (Permanent Residential) Certificate alongwith their respective Caste/ Category/Non-Creamy Layer (NCL) Certificate at the time of document verification or whenever asked during the selection process. All the relevant certificates should be issued by the competent authority as recognized by the law for the purpose of employment under Government of Bihar, not for the Central Government.

3. **Minimum Educational Qualifications:-** The applicant must possess following essential educational qualification/Computer Qualification as **on 01.01.2026**:

(a) Graduate in any discipline from a recognized University/ Institution.
(b) Diploma/ Certificate of at least six month's Course in Computer Application from recognized Institution.

4. **Preferential Qualification:-** A candidate –

(i) who has served in the Territorial Army for a minimum period for two years, or
(ii) who has obtained a 'B' certificate of the National Cadet Corps

shall, other things being equal, be given preference in the matter of direct recruitment to the establishment at the time of interview.

5. **Reservation :-** Vertical Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Extremely Backward Classes (EBC), Backward Classes (BC) and Economically Weaker Sections (EWS) of the State of Bihar shall be applicable in following manner:-

Category Code	Category	Percentage of Reservation
01	Scheduled Castes	16%
02	Scheduled Tribes	01%

03	Extremely Backward Classes	18%
04	Backward Classes	12%
05	Economically Weaker Sections	10%

Horizontal Reservation for Women candidates and Locomotor Disabled candidates shall be applicable in the following manner:-

Category	Percentage of Reservation
Women Candidates	35%
Locomotor Disabled Candidates	04%

(i) The benefit of **35% horizontal reservation for Women Candidates** and **4% horizontal reservation for Locomotor Disabled candidates** shall be granted **only to the permanent residents of Bihar,** subject to concurrence of the respective resolution no. 12575 dated 09.07.2025 and resolution no. 8962 dated 21.05.2025 of the Government of Bihar by Hon'ble the Chief Justice of Patna High Court.

(ii) The **selected Locomotor Disabled candidates shall be adjusted to the same category (reserved/unreserved) to which they belong.**

(iii) Candidates claiming reservation under **SC/ST category** shall be required to submit following certificates as and when asked for:

i. **Caste Certificate**
ii. **Domicile/ Permanent Residence Certificate**

(iv) Candidates claiming reservation under **BC/EBC category** shall be required to submit following certificates as and when asked for:

i. **Non-Creamy Layer (N.C.L.) Certificate (बिहार सरकार के प्रयोजनार्थ)**
ii. **Domicile/ Permanent Residence Certificate**

Note:-

i. **In the light of letter no. 673 dated 08.03.2011, letter no. 15760 dated 02.09.2022 and 11734 dated 20.06.2023 of the General Administration Department, Government of Bihar, the Caste/ N.C.L. Certificate of the candidates (including married women) claiming reservation should be issued in their father's name and permanent address (and not in the name of their husband for married women).**
ii. **Candidates belonging to BC/EBC category will not be eligible for reservation solely on the basis of caste certificate. It will be mandatory for such candidates to submit an N.C.L. certificate also to avail the benefits of reservation.**

(v) Candidates claiming reservation under **EWS category** shall be required to submit following certificates as and when asked for:

i. **Income and Asset Certificate** issued by Competent Authority as recognized by Law or relevant rules of State of Bihar (valid for 1 year from the date of issuance).

ii. **Domicile/ Permanent Residence Certificate**

Note: In case of **married women candidates** of **E.W.S. category, the Income and Asset Certificate** must be issued from the **permanent residence of her husband** and the **domicile/ permanent residence certificate** must be issued with **father's name and address**

All certificates uploaded must be issued on or before the last date of submission of the online application form i.e. 27.08.2026 and <u>they must be valid on the date of submission of online application form.</u> The date of submission of online application form shall be reckoned for determining the validity of the uploaded certificates/documents.

The date of issuance of Caste/N.C.L./E.W.S./Domicile certificate shall be reckoned as the date on which the certificate is issued by the Revenue Officer.

The abovementioned certificates/documents produced by the candidates appearing for Document Verification must be the same as those uploaded at the time of submission the online application form. Certificates other than those uploaded shall not be considered valid and may lead to the cancellation of candidature.

(vi) If the applicant does not claim reservation or does not mention his/her correct category in the application form, he/ she will not be given the benefit of reservation. **Such candidates shall be treated as General (Unreserved) category candidates.**

(vii) The candidates belonging to reserved category are advised to satisfy themselves and ascertain their particular category of reservation at the time of filling up the online application form. After final submission of Online Application Form, **any representation with regard to change of reservation category or submission of invalid Domicile (Permanent Residence) Certificate/ Category Certificate/ N.C.L. Certificate/ Income and Asset Certificate shall not be entertained** and any claim for the benefit of reservation shall not be accepted. Such candidates shall be considered under the Unreserved Category.

(viii) Only such person would be eligible for reservation under Locomotor Disabled quota who is having **not less than 40% (forty percent) of relevant disability**. Applicants claiming benefits of reservation under Locomotor Disabled quota shall be required to submit a Disability Certificate issued by the Competent Authority as per relevant rules as and when asked for.

In addition to above, **the Locomotor Disabled candidates appearing in the Interview after having availed the benefits of reservation extended to 'Locomotor Disabled' candidates, would be subjected to medical examination by a Medical Board** as constituted by the Court in due course for determining the nature

and percentage of disability(ies) so claimed by the candidates. The decision of the Medical Board shall be final and shall be considered for the preparation of the final result.

Note:- **There is no provision for Scribe or extra time in any part/ stage of examination for the Locomotor Disabled Candidates.**

6. **Mode of Selection:-**

(i) **Written test.**
(ii) **Computer Proficiency Test**
(iii) **Interview.**

Note:-

a) If the number of applicants is on the higher side, there shall be a 'Preliminary/ Screening Test' to shortlist the candidates for appearing at the Written Test.
b) The final merit list shall be prepared by taking into account the total marks secured by the candidate in the Written Test and Interview, in adherence to the model roster point and reservation policy adopted in the High Court.

7. **Minimum Qualifying Marks:-** The minimum qualifying marks shall be:-

(i) 40% marks in Preliminary Test, if conducted.
(ii) 40% marks in Written Test
(iii) 40% marks in Computer Proficiency Test
(iv) 30% marks in Interview.

8. **Syllabus and Scheme of Examination:-** The Syllabus and Scheme of Examination is available at **Annexure- I**.

9. **Examination Fee:-** Candidates are required to pay the fee in following manner:-

Sl. No.	Category	Amount
(i)	Unreserved/ BC/ EBC/ EWS	₹1500.00/-
(ii)	SC/ ST/ Locomotor Disabled	₹750.00/-

Note :-

(a) Payment of fee shall be accepted through online mode only.
(b) Application without prescribed fee shall not be considered.
(c) Examination Fee once paid shall not be refunded. No request for refund of fee once remitted by the candidate will be entertained under any circumstances.
(d) Abovementioned fee for candidates of SC/ ST/ Locomotor Disabled category is applicable in case where the candidate is a permanent resident of Bihar and such applicants are required to submit Domicile/ Permanent Residence Certificate, their respective Category Certificate and medical certificate (for Locomotor Disabled Candidates) issued by the competent authority at the time of application and/or when asked for.
(e) Any kind of service, processing, transaction charges or any other amount charged by the bank for online transaction will be borne by the candidates.

10. Centre of Examination:-

(i) A candidate must indicate name of the cities in the online Application Form in which he/ she desires to take the Examination.

(ii) Detail about the Cities/Districts in which Examination Centres are to be allocated, is enclosed at Annexure-II.

(iii) A candidate has to give option for three cities, in the order of preference. No request for change in Examination City/ Centre will be considered later under any circumstances. Hence, the candidates should select the city, carefully and indicate the same correctly in their applications.

(iv) The High Court will endeavor to accommodate the candidates in cities opted by them. However, the High Court reserves the right to cancel any Centre/ City and ask the candidates of that Centre/ City to appear from any other Centre/ City. High Court also reserves the right to divert candidates of any Centre/ City to other Centre/ City in administrative exigency.

11. Procedure for appointment:-

(i) If the number of applicants is on the higher side, the High Court reserves the right to shortlist the candidates through a Preliminary/ Screening Test for which the qualifying marks would be 40% of the total marks. **If a Preliminary Test is held, the scheme and syllabus of the same will be as given in Annexure–I.**

(ii) Only those candidates shall be considered for selection who appear and secure the minimum qualifying marks in all stages of the examination i.e. Preliminary Test (if conducted), Written Test, Computer Proficiency Test and Interview.

(iii) Selection will be made on the basis of marks secured by the candidate in Written Test & Interview and accordingly a select list / panel (waiting list) shall be prepared, accordingly.

(iv) If two or more candidates secure equal marks in the merit list, the candidate securing higher marks in the Written Test shall be placed above and if the marks obtained in Written Test are also equal, then the candidate born earlier will be placed above.

(v) Select list/panel (waiting list) shall remain valid for a period of one year from the date of its approval by the Competent Authority and its validity may be extended for another one year in case of exigency.

(vi) The appointee shall have to join within the period specified in the appointment letter. Joining time may be extended upon satisfaction of the Appointing Authority.

Provided that the appointee who joins after the period specified in the appointment letter and beyond the extension period, if any, his/ her seniority shall be determined on the basis of his/ her date of joining.

12. General Instructions:-

(i) The schedule of examination or any change in it or any information with regard to the selection process shall be brought to the notice of candidates only through the official website of the High Court. No personal communication shall be made in this regard.

(ii) There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.

(iii) The High Court reserves the right to alter the number of vacancies, modify the examination process, bring about changes in the scheme of selection and the minimum qualifying marks, without assigning any reason thereof. All instructions issued shall be strictly complied with by the candidates at every stage of the Examination.

(iv) Decision of the High Court shall be final in all matters relating to eligibility, acceptance or rejection of the applications/ candidature of any applicant, penalty for false information, mode of examination, allotment of examination centres, selection and appointment to the post etc.

(v) Candidates must go through the Detailed Advertisement carefully especially the General Instructions part, Scheme and Syllabus of Examination (Annexure-I) and How to Apply (Annexure-III) given in the advertisement for filling the Application Form online. Candidature of applicants not complying with the Instructions as specified therein shall summarily be cancelled/rejected.

(vi) Candidates are advised to fill up the online application form very carefully and recheck the data filled prior to its final submission. Information such as Name, Gender, contact details/ Address, e-mail ID, Category, Disability Status, Educational Qualification details, Date of Birth, etc. provided by the candidates in the Online Application Form shall be treated as final. The Candidates shall fill their complete postal address with PIN Code. Any request for change in such particulars after final submission of the online form shall not be considered, in any manner.

(vii) Online Application Form cannot be withdrawn, once it is submitted successfully.

(viii) Application Forms which do not fulfill the eligibility criteria or are not filled as per the instructions shall be rejected.

(ix) In case, multiple application forms are submitted by a candidate, the last application form correct in all respect shall be accepted and the fee deposited with earlier applications shall not be adjusted/ refunded under any circumstance.

(x) Candidates are advised to apply online well before the closing date and not to wait for the last date of submission to avoid any possibility of link failure or any other technical issue whatsoever. The High Court will not be responsible if any candidate fails to finally submit the application form before the last date of submission on account of aforesaid reasons or for any other reason.

(xi) In case it is found at any time in future that a Candidate has used/captured the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tampered with his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair Means.

(xii) In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in future, he/ she may, in addition to disqualification, face penal action as per the law.

(xiii) In case, it is found at any stage of the recruitment process that a candidate does not fulfill the eligibility norms and/ or that he/ she has suppressed/ twisted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority.

(xiv) Candidates who have changed their name after Matriculation must submit a duly notarized affidavit, proof of publication of such change in at least one national and one local newspaper, and the relevant Gazette Notification mandatorily at the time of document verification. The name appearing in all subsequent educational and other documents must be supported by the aforesaid documents. In the absence of these, the candidature may be rejected at any stage of the recruitment process.

(xv) Candidates must disclose the details of any criminal proceeding initiated or First Information Report (FIR)/ Complaint Case lodged against them or any punishment awarded to them. Concealment of these fact(s) may disqualify them and entail cancellation of their candidature.

(xvi) Candidates must disclose the details of any departmental proceeding initiated or instituted against them or any punishment awarded to them during their current or previous employment(s). Concealment of these fact(s) may disqualify and entail cancellation of their candidature and termination of service in case they get appointed.

(xvii) Print out of the Online Application Form or hard copies of Certificates/ Mark sheets are not required to be sent to the High Court. Candidates shall have to produce all the required documents pertaining to eligibility for verification as and when asked for by the High Court, failing which he/ she shall be disqualified for this recruitment exercise.

(xviii) Candidates must keep print out of the Online Application Form, E-Admit Card and at least 08 (eight) copies of colour passport size recent photograph and produce the same alongwith all the required certificates at the time of Interview for verification of the documents.

(xix) Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the date/ shift and time indicated in their respective Admit

Cards, which would be issued in due course of time through official Website of the Patna High Court only. Admit Cards shall not be dispatched to the candidates individually. The High Court shall not be responsible for any loss/ injury caused to the candidates in course of appearing in the examination.

(xx) Candidates are required to keep with them at least two passport size recent colour photograph, one identity proof (Photo-Identity Card viz. Aadhaar Card, Voter ID Card, Driving License, Passport, PAN Card, any other ID Card issued by the Central/ State Government or class 10th Certificate having photograph, name, father's name and date of birth of the candidate) alongwith the admit card issued to the candidate and shall produce the same on demand at the time of examination at the centre. The details mentioned on the ID Card must match the details appearing on the admit card, else the candidate may be denied entry into the examination hall.

(xxi) Mobile Phone, Pager, Bluetooth device, Smart Watch or any other communication device is not allowed inside the premises where the examination is to be conducted. Any infringement of these instructions may entail suitable actions/ restrictions as the High Court may deem fit and proper including debarment from future examinations.

(xxii) Canvassing in any form and/ or use of unfair means during the examinations shall disqualify the candidature of the applicant and the result of such Candidates shall not be declared (and may be cancelled).

(xxiii) All the candidates who are already employed in Central Government or State Government or in any Central Government or State Government Public Undertaking and/ or in any type of other organization established or governed by the Central Government or State Government or Recognized Private Sector Entity, will apply online after seeking permission from their employer and will have to compulsorily produce "NO OBJECTION CERTIFICATE (NOC)" issued from their respective Cadre Controlling Authorities/Appointing Authorities at the time of Interview, failing which his/ her selection may be cancelled by the High Court.

(xxiv) It is to be noted that if a candidate has been allowed to appear in the examination, it neither implies that the candidate's eligibility has been verified nor it vests any right with a candidate to get appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/her eligibility before applying online and he/she shall be totally responsible, in case, he/she is not found eligible to apply as per the given eligibility criteria.

(xxv) Merely appearing and qualifying in the "Ex-Cadre Assistant Recruitment Examination, 2026" does not confer any right to the candidate to get appointment.

(xxvi) Selection of a candidate in the Examination is provisional, subject to he/she being found eligible for selection.

(xxvii) Information uploaded on the official website of the Patna High Court shall not be provided to candidates or any other person under the Right to Information Act, 2005 (hereinafter referred to as R.T.I. Act) read with the Patna High Court (Right to Information) Rules, 2005 as amended from time to time. The information uploaded on the official website of the High Court shall remain available for a specific period only. Therefore, candidates are advised to download the uploaded information and keep it with them for future reference, if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor shall any information be provided. Factual information under the R.T.I. Act shall be provided only after declaration of final result. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.

(xxviii) Any representation filed by a candidate in respect of direct recruitment shall not be entertained once the process is initiated.

(xxix) The category/ sub-category wise cut off marks of each stage/test/part of the examination shall be declared with the write-up of the result of that stage whereas, the individual final score of each stage of a candidate (to be viewed through individual login) will be uploaded on the official website of the High Court after declaration of the final result in due course of time and no application under the R.T.I. Act in this regard shall be entertained.

(xxx) Selection of candidates shall be made purely on the basis of merit in a transparent manner; hence, Candidates have to be careful of touts, who promise to get them selected unlawfully on illegal considerations/ means.

(xxxi) **The record relating to the "Ex-Cadre Assistant Recruitment Examination, 2026" would be available up to 365 days from the date of declaration of final result and thereafter all examination materials shall be weeded out and no communication including R.T.I. application in this regard shall be entertained with regard to this recruitment exercise.**

(xxxii) All disputes pertaining to the conduct of the "Ex-Cadre Assistant Recruitment Examination, 2026" including Results shall fall within the jurisdiction of the High Court of Judicature at Patna only.

(xxxiii) Candidates are advised to visit the official website of the High Court i.e. https://patnahighcourt.gov.in regularly for updated information and other references. They may also call the helpline numbers in case of any technical support while filling up the online application form.

Sd/-

Dated: 23.07.2026 **Registrar General**

Annexure–I

SYLLABUS AND SCHEME OF EXAMINATION

The "Ex-Cadre Assistant Recruitment Examination, 2026" shall be conducted in 03 (three) stages i.e. Written Test, Computer Proficiency Test and Interview. If the number of applicants is on the higher side, there shall be a 'Preliminary/ Screening Test' to shortlist the candidates for appearing at the Written Test. The Scheme of Examination shall be as follows:-

Stage	Part/ Section	No. of questions	Maximum Marks	Minimum Qualifying Marks	Duration
Preliminary / Screening Test (MCQ Based)	General English	20	20	--	---
	Reasoning and Quantitative Aptitude	20	20	--	
	General Awareness	10	10	--	
	Total	**50**	**50**	**20**	**60 min**
Written Test (MCQ Based)	General English	30	30	--	---
	Reasoning and Quantitative Aptitude	30	30	--	
	General Awareness	20	20	--	
	General Hindi	10	10	--	
	Computer Awareness	10	10	--	
	Total	**100**	**100**	**40**	**90 min**
Computer Proficiency Test	Test of proficiency in Word processing	20	20	--	---
	Test of proficiency in Spread Sheets	20	20	--	
	Internet Proficiency	10	10	--	
	Total		**50**	**20**	**30 min**
Interview	--	--	10	03	--
	Total	**--**	**10**	**03**	**--**

There shall be negative marking of 1/4th marks i.e. 0.25 marks for each wrong answer of the MCQ in Preliminary Test and Written Test.

PRELIMINARY TEST

The Preliminary Test shall be held, if the number of applicants is on higher side, for the purpose of shortlisting of candidates for the next stage of examination i.e. Written Test and **the marks obtained by the candidates in this test shall not be considered for preparation of final merit list**.

The Syllabus of Preliminary/ Screening Test shall be as follows:-

1. **General English:-** The questions will be designed to test the candidates' understanding of the English language and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, spot the error, fill in the blanks, spellings/ detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage, comprehension passage etc.

2. **Reasoning and Quantitative Aptitude:-** It would include questions of both verbal and non-verbal type. This component may include questions on Analogy, Similarity and Difference, Space Visualization, Space Orientation, Problem Solving, Analysis, Visual Memory, Discrimination, Observation, Relationship Concept, Arithmetical Reasoning, Verbal and Figural Classification, Arithmetical Number Series, Non-Verbal Series, Coding and decoding, statement conclusion, syllogistic reasoning etc.

   In this section, questions will also be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test will be Number System, Computation of Whole Numbers, Decimals, Fractions, relationship between numbers, Basic arithmetic operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Time and Distance, Time and Work, Height and Distance, Mensuration etc.

3. **General Awareness:-** Questions in this component will be aimed at testing the candidates' general awareness. Questions will be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected from any educated person. The test will include questions relating to-

   a) India and its neighbouring countries especially pertaining to History, Culture, Geography, Polity, Economy, General Policy and Scientific Research.
   b) Current Affairs, Books and Authors, Sports, Important Schemes, Important Dates, Dates & Events, People in News, Current Events of National Importance, National/ International Awards etc.
   c) Awareness towards General Science and Environment applicable in day to day life and awareness of knowledge of social importance.
   d) Bihar especially pertaining to its History, Culture, Geography, Economy, Polity and general awareness.

Note:– The questions of 'Reasoning and Quantitative Aptitude' and 'General Awareness' shall be both in English and Hindi languages. However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

WRITTEN TEST

If Preliminary/ Screening Test is conducted, **10 (ten) times candidates** of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing in the Written Test. However, the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective categories, will also be shortlisted for the Written Test even if the total number of candidates called for crosses the ten times criteria.

Syllabus for the Written Test shall be as follows:-

1. **General English:-** The questions will be designed to test the candidates' understanding of the English language and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, spot the error, fill in the blanks, spellings/ detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage, comprehension passage etc.

2. **Reasoning and Quantitative Aptitude:-** It would include questions of both verbal and non-verbal type. This component may include questions on Analogy, Similarity and Difference, Space Visualization, Space Orientation, Problem Solving, Analysis, Visual Memory, Discrimination, Observation, Relationship Concept, Arithmetical Reasoning, Verbal and Figural Classification, Arithmetical Number Series, Non-Verbal Series, Coding and decoding, statement conclusion, syllogistic reasoning etc.

   In this section, questions will also be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test will be Number System, Computation of Whole Numbers, Decimals, Fractions, relationship between numbers, Basic arithmetic operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Time and Distance, Time and Work, Height and Distance, Mensuration etc.

3. **General Awareness:-** Questions in this component will be aimed at testing the candidates' general awareness. Questions will be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected from any educated person. The test will include questions relating to-

   a) India and its neighbouring countries especially pertaining to History, Culture, Geography, Polity, Economy, General Policy and Scientific Research.
   b) Current Affairs, Books and Authors, Sports, Important Schemes, Important Days, People in News, current events of national importance, National/ International Awards etc.

c) Awareness towards General Science and Environment applicable in day to day life and awareness of knowledge of social importance.
d) Bihar especially pertaining to its History, Culture, Geography, Economy, Polity and general awareness.

4. **General Hindi** (सामान्य हिंदी):- The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover the following topics:-

व्याकरण- शब्द रूपांतरण, संज्ञा, लिंग, वचन, सर्वनाम, विशेषण, क्रिया विशेषण, कारक, काल, वाच्य, संधि, समास, उपसर्ग, प्रत्यय, वाक्य इत्यादि, अपठित गद्यांश, शुद्ध वर्तनी, समानार्थी एवं विलोम शब्द, अनेक शब्दों के लिए एक शब्द, मुहावरे एवं लोकोक्तियाँ इत्यादि

5. **Computer Awareness:-** The questions will be designed to test the General Computer awareness that is expected from a candidate for dispensing day to day official work. The questions will ordinarily cover Computer Operation Basics, Introduction to Computer, Introduction to Operating System, Elements of word processing - MS Word, Elements of spread sheet - MS Excel, Elements of Power Point presentation - MS PowerPoint, Computer Communication and Internet, Protecting Computer from Virus.

Note:– Except the questions of 'General English' and 'General Hindi', the questions of remaining sections shall be both in English and Hindi languages. However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

COMPUTER PROFICIENCY TEST

06 (six) times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing in the Computer Proficiency Test on the basis of performance in the Written Test. However, all the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective category will also be shortlisted for the Computer Proficiency Test even if the total number of candidates called for crosses the three times criteria.

The Computer Proficiency Test will be qualifying in nature and shall include the following:-

a) **Test of proficiency in Word processing:-** This test will target to test the basic typing skill of the candidates as well as their basic knowledge of MS Word.
b) **Test of proficiency in Spread Sheets**:- This test will target to check the basic understanding of MS Excel.
c) **Internet Proficiency**:- This test will target to test the basic understanding of internet usage.

INTERVIEW

03 (three) times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing in the Interview. However, all the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective category will also be shortlisted for the Interview even if the total number of candidates called for crosses the three times criteria.

The Interview shall be of 10 marks and the minimum qualifying marks shall be 03. It is mandatory for the candidates invited for interview to appear at the same else they will not be included in the merit list prepared for the final result.

The marks obtained by the candidates in the Written Test and Interview shall be considered for preparation of merit list.

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Annexure- II

TENTATIVE LIST OF EXAMINATION CENTRES

The examination centres may be allotted in following cities/districts:-

Sl. No.	State	City/District
01.	Bihar	Arrah
02.	Bihar	Bhagalpur
03.	Bihar	Darbhanga
04.	Bihar	Muzaffarpur
05.	Bihar	Patna
06.	Bihar	Purnea

Annexure- III

HOW TO APPLY

Instructions for Filling the Online Application Form:-

1. Candidates are advised to read the detailed advertisement carefully prior to filling the online application form. The candidate must ensure that he/she has an active e-mail ID and Mobile number for registration and these e-mail ID and Mobile number are required to be preserved till publication of final result in order to receive urgent communication from the High Court in case of need. The candidate must also ensure the availability of all the relevant documents/ certificates at the time of filling the online application form.
2. For Applying Online, visit the "**Recruitments**" tab in the column on the left-hand menu of official website of Patna High Court (https://patnahighcourt.gov.in).
3. Click on the link "Ex-Cadre Assistant Recruitment Examination, 2026".
4. Click on "Apply online".
5. Click on the link "New Registration" to register.
6. On the registration page, a candidate is required to fill in his/ her Full Name, Father's Name, Mother's Name, Gender, Reservation Category, Date of Birth, Mobile Number, E-mail ID etc. **Fields marked with asterisk (*) are mandatory. Prior to submission, the candidate must ensure that all the details filled in are correct in all respect, as the data once submitted cannot be changed.** After verification of data, registration number and password will be generated and the same will be communicated by SMS/E-mail.
7. Candidates are advised to print the Registration Page for future reference.
8. Thereafter, the candidate will have to Login by using Registration Number and Password shared via SMS/Email.
9. **After login, a detailed application form will open where the data provided at the time of registration shall be visible in pre-filled format and it cannot be altered.**
10. At first, a candidate is required to fill in his/ her Personal Details and then click "submit".
11. Thereafter, the candidate is required to fill in Education Details and then click "submit".
12. Thereafter, the candidate is required to **capture his/her live photograph**. The captured photograph of the candidate must contain his/ her full face, both ears, neck in

frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. Make sure that the picture is in colour, taken against a light-colour, preferably white, background. If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Caps, hats, sunglasses and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.

13. Thereafter, the candidate is required to upload the following documents:-

a) Scanned signature
b) Matriculation (10th) Certificate
c) Matriculation (10th) Marksheet
d) Graduation (Degree) Certificate
e) Graduation (Degree) Marksheet
f) Diploma/Certificate of at least six month's course in Computer Application from recognized institution.
g) No-Objection Certificate, if applicable
h) Valid Identity Proof containing photograph.
i) Domicile Certificate, if applicable
j) Caste/ Non-Creamy Layer/ E.W.S. Certificate, if applicable
k) Certificate of Disability (for Locomotor Disabled Candidates)
l) Identity Card of Patna High Court or Courts Subordinate to this Court, if applicable
m) Other relevant documents, if any

14. Instructions to upload Signature:

a) Size of the Signature should be minimum of 50 KB and maximum 80 KB.
b) Image should be in JPG/ JPEG format only.

15. Instructions to upload required Documents/Certificates:

a) Size of the document should be minimum of 100 KB and maximum 300 KB.
b) Document should be only in JPG/ JPEG/ PDF format only.

16. Uploaded signature (in running hand) and captured photograph must be clearly identifiable / visible, otherwise application of the candidate shall be rejected by the High Court and no representation from the candidate will be entertained by the High Court in this regard.

17. The applicant has to sign on white paper with Black pen in running hand. The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the recruitment process. If at any stage of recruitment process, the Candidate's signature does not match with the signature on the Admit Card, the candidate will not be permitted to appear in the examination and his candidature shall be cancelled.

18. Prior to proceeding for payment, candidate must preview the application form on the Print Preview Page and ensure that all the details filled in are correct in all respect after which they have to click on the check box. Then, the "Payment" button shall be visible where they can make the payment of application fees.

19. The candidates can make any desired modification/correction in the online application form prior to payment of application fee. **After making payment, the application form shall be finally submitted and no change/ alteration shall be allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification of the candidate.**

20. The candidates must take printout of the finally submitted online application form reflecting therein the payment details and retain the same along with relevant uploaded documents for producing the same at the time of document verification.

21. Candidates are advised to apply 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/Server. The High Court shall 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.

22. 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 summarily rejected.

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