

HIGH COURT OF JUDICATURE AT PATNA

Advt. No.- HC/2016/01 Dated : 30.03.2016

Employment Notice

Online Applications are invited from eligible candidates for appointment to existing 179 vacant posts of Assistant and as also on vacancies of Assistant likely to occur in near future, on probation in the ministerial establishment of Patna High Court, Patna as per details below ;

Sl. No.	Name of the Post	Vacancy	Pay Scale
(1)	Assistant	179	Pay-scale of PB-2 of Rs.9300-34800 + Grade Pay 4600/- plus usual allowances as admissible under the rules.

2. **PROCUREMENT OF APPLICATION FORM AND EXAMINATION FEE** : Visit the Website : "www.patnahighcourt.bih.nic.in". Click on the link "**ONLINE APPLICATION FOR EXAMINATION FOR ASSISTANT IN PATNA HIGH COURT**" and follow the instructions appeared below ;

(i) **STEP ONE (Registration)** : For registration, the candidate is required to fill the informations asked in Step-1 of the Application Form, appearing on computer screen. An SMS / Email will be sent to the registered Mobile Number / Registered email ID which will contain the Registration Number. You are requested not to disclose his/ her login credentials to any one. If you do so, the Hon'ble Patna High Court will not be responsible for this. Such Registration Number and Password provided by the candidate must be noted and preserved for future use. The Registration Number as obtained will also be the Username of the applicant / candidate.

(ii) **STEP TWO (Examination Fee)** : Those candidates who have completed Step-1 successfully will login to their account by entering their Registration No. and Password and then clicking "**Sign In**" button. After successful login, the candidate will make the payment of the Examination Fee. There are two modes for payment :

(a) **Payment by Bank Challan** : If candidate wants to make payment through challan mode, click on '**Print Challan**' button. After clicking a Bank Challan will appear in triplicate form which should be downloaded by the candidate (consisting of Bank's Copy , Patna High Court Copy & Candidate's Copy) and using the Bank challan, he / she should then deposit Examination Fee i.e. Rs. 500/- (Five hundred) for General / BC / EBC candidates and Rs. 200/- (Two hundred) for SC / ST candidates only in any Branch of Canara Bank. After depositing the aforesaid examination fee, the Canara Bank will return to the candidate the Patna High Court Copy and Candidate's Copy of the paid challan. Bank charge of Rs. 60/- (Sixty) will be paid extra by the candidate. If any candidate deposited the fee through challan and his examination fee is not updated within twenty four hours of depositing examination fee please contact to the Nodal Officer at BCECEB Office, IAS Bhawan, Near Patna Airport, Patna-800014.

(b) **Online Payment** : If candidate wants to make payment through Online Mode, click on '**Online Payment**' link. After clicking, the candidate can make payment through Net Banking / Debit Card / Credit Card of any bank listed on the website. Transaction processing fee and the service tax will be paid extra by the candidate along with the Examination Fee i.e. Rs. 500/- (Five hundred) for General / BC / EBC candidates and Rs. 200/- (Two hundred) for SC / ST candidates only.

After making successful payment, either through challan or online payment, Step-2 is completed.

(iii) **STEP THREE (Personal Information)** : Click on '**Fill the Personal Information**' link and fill your Personal Information as required on computer screen.

Upload the scanned copy of following documents in personal information page ;

i. Passport size photograph of high contrast of the candidate and his / her full signature in Hindi or English (Not in Capital Letters).

ii. Scanned copy of the declaration written by the candidate in their own handwriting in blank ink on a white sheet of paper mentioned below;

"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."

After filling personal Information, click on '**Submit**' button to complete Step-3.

(iv) **STEP FOUR (Educational Information)** : Click on '**Fill the Educational Information**' link and fill your Educational Information as required on computer screen. After filling Educational Information, click on "**Submit**" button to complete Step-4.

Note : (i) Before final submission of each step separately, a preview page will appear on the screen step wise. Make sure that you have filled all the informations correctly. If candidate wants to modify some informations, he / she can modify the entries. If all the informations are filled correctly give your declaration for final submission of the concerned steps of the Application Form.

(ii) The candidate must note that after submission of the Application form, it cannot be withdrawn. Claim for refund of Examination Fee will also be not entertained.

(iii) After filling all the steps of Application Form, download and print out of the completely filled online Application Form which will appear on the computer screen.

3. (i) If candidates find after filling up his online application form that there is any error/mistake in uploading Photo/Signature/ Declaration or any data, they will be given opportunity to edit their data from 22.04.2016 to 25.04.2016 (11.59 P.M.) to correct their error.

(ii) Only those candidates will avail to edit and correct their data who have already filled their online application form fully in their prescribed period.

(iii) For editing the candidate must login to their account by entering their Registration No. and Password and click on "**Sign In**" button. After that correct the error and click on "**Submit**" button.

4. 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.
5. **Important Dates :**
- (i) Online Registration starting date : 01.04.2016
(ii) Online Registration closing date : 21.04.2016 (11.59 P.M.)
(iii) Last date of payment through challan : 17.04.2016
(upto working hours of the bank)
- (iv) Last date of payment through Net Banking / Debit Card / Credit Card with final submission of the online Application Form of Registered candidate : 21.04.2016 (11.59 P.M.)
(v) Online Editing of Application Form : 22.04.2016 to 25.04.2016 (11.59 P.M.)
(vii) Issue of Online Admit Card : To be declared later on website.
(viii) Proposed date of Examination : To be declared later on website.
6. The number of vacancies is subject to increase / decrease as the High Court may decide.
7. **Candidate must be :-**
- (i) A citizen of India.
(ii) Medically fit.
(iii) Of a good character and antecedent.
(iv) **Age Limit :** 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.
8. **Minimum Qualification prescribed for appointment to the post of Assistant :-**
The candidates must possess the minimum qualification of a Bachelor's Degree in any faculty or its equivalent of a recognized University and having proficiency in Computer application.
9. **Scheme of Examination :** There will be preliminary test based on OMR sheet for the post of Assistant, thereafter MAIN WRITTEN TEST will be conducted followed by Interview.
10. **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.
11. **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.
12. Suitable weightage may be given to the skilled players/sportsmen of repute.
13. The candidates will have to download the Admit Card from the website of the Court (www.patnahighcourt.bih.nic.in) by entering their registration number and date of birth. The candidates are advised to keep visiting the website of the Court for details and updates regarding examination.
14. Candidates are advised in their own interest to apply online 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.
15. 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.
16. 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.
17. 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.
18. 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.
19. The candidates must read carefully the General Instructions and follow the instructions therein for filling up online application form.
20. 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**