

Advertisement No. 05/Admn. Misc./2024

Online applications are invited from the eligible candidates to fill up the vacancies against the direct recruitment of **Assistants/ Clerks in Civil Courts of the State of Jharkhand.**

Vacancy Position for the Post of Assistant/Clerk in Civil Courts of the State of Jharkhand :-

Category	Vacancy	Horizontal Reservation under total vacancy					
		Reserva tion for Women	Blindness and short- sightedness	Deaf and hearing impairment	Locomotive Handicapped & Cerebral Palsy	Autism & Multiple Disabilities	Games & Sports quota
Un- Reserved	130	04					01
Schedule Caste	58	04			13		
Schedule Tribe	143	05					
B.C-I	38	01					
B.C-II	14	00					
EWS	27	00					
TOTAL	410	14			13		01

**Total number of vacancy may increase or decrease in future.*

**The total vacancy has been counted district-wise and reservation has been given as per district-wise vacancy*

Eligible candidates are required to submit online applications for the recruitment process of Assistants/Clerks for Civil Courts of the State of Jharkhand. The application received through any other means will not be entertained or accepted.

Starting date of Online application: 10.04.2024

Closing date of Online application: 09.05.2024

The pay scale and educational qualification for the post of Assistant/ Clerk are described as follows:

Name of the post	Pay scale	Minimum educational qualification and eligibility criteria
Assistant/ Clerk for Civil Courts of the State of	Pay matrix Level 4 in the 7 th PRC, 25500 – 81100/-	Graduation or equivalent degree from a recognized University/Institution

1. Candidates must have the required minimum qualification only before the last date of submission of online application.
2. Candidates must be well acquainted with the computer application and must have knowledge of working on computers with sound knowledge of typing on computer (minimum typing speed of 20 w.p.m).
3. The eligibility criteria for the candidates of Games and Sports quota shall be applicable as per the prescribed norms contained in Sankalp No. 1709, dated 12.09.2007 of the Department of Tourism, Arts, Culture, Sports & Youth Affairs, Government of Jharkhand, for direct recruitment on the post of Group c.
4. 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 involving moral turpitude.
5. The candidates must be 21 or above years of age but not more than the age of 35 years in case of Un-reserved & EWS category, 37 years in case of B.C.-I and B.C.-II category, 38 years in case of female (Un-reserved, EWS, B.C.-I and B.C.-II) and 40 years in case of S.T. and S.C. category (for both Male & Female), as on **01.01.2024**. The Persons with Disability (PwD) will get a further age relaxation of Ten (10) years. Ex-servicemen shall be provided age relaxation upto five (5) years in upper age limit. The candidates shall produce the relevant certificate regarding Ex-servicemen in this regard whenever called for.
6. The reservation policy of the State Government will apply and the benefit of the same shall be given to the candidates belonging to the State of Jharkhand only. The candidates of the other State in the Reserved Category shall be treated as Un-reserved Category candidates.
7. Merit list will be prepared on the basis of marks obtained in the written test and the Interview.
8. Candidates must fill only one online application for the post of Assistant/ Clerk in Civil Courts of the State of Jharkhand.

Facilities For Disabled Candidates:

The facility of scribe will be provided to the candidates of this category on their request subject to the following conditions:

- I. Candidates having 40% (forty percent) or more disability like blindness and low vision, locomotor disability (both hands affected) and cerebral palsy will have the facility of scribe on their request to answer in the examination. Extra time will be provided at the rate of

- II. The facility of Shrutilekhak/ Scribe will be available only to those disabled candidates, whose Admit Card has PH printed after the reservation category in front of the category.
- III. It will be mandatory for the disabled candidates mentioned in the above point no. II to submit the request letter regarding the facility of Shrutilekhak/ Scribe arranged by themselves and details of the Shrutilekhak/ Scribe in the prescribed format (Appendix-I) with the self attested disability certificate in the office of the High Court of Jharkhand at least 7 days before the date of examination.
- IV. The education qualification of the Shrutilekhak/ Scribe must be one grade lower than that of the educational qualification required for the recruitment and he shall not be a close relative of the candidate.
- V. The marks obtained by the Shrutilekhak/ Scribe in the last Educational Examination must be below 50%.
- VI. The disabled candidates have to present at the examination centre with the Shrutilekhak/ Scribe 90 minutes before the examination time. In case they come without Shrutilekhak/ Scribe, they shall not get the benefit of Shrutilekhak/ Scribe and they themselves shall be responsible for this.
- VII. The centre superintendent shall provide additional time to the disabled candidates @20 minutes for each hour of examination.

ENCLOSURES TO BE SUBMITTED IN THE SPACE PROVIDED ON THE ONLINE APPLICATION FORM.

- I. A latest scanned photograph and signature of the candidate.
- II. A scanned copy of the Matriculation Certificate in proof of date of birth or Matriculation Mark sheet/Grade Sheet in case date of birth is not mentioned on the Matriculation Certificate.
- III. A scanned copy of Provisional/Original Certificate of Graduation or equivalent degree Certificate from recognized university.
- IV. A scanned copy of certificate of Diploma in Computer Application/ DCA + of at least 06 months duration/higher degree in computer from a recognized institute.
- V. A scanned copy of residential certificate in the prescribed format as contained in the letter no. 4650 dated 02.06.2016 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of the Sub-Divisional Officer in case the same is issued on 02.06.2016 and onwards.

letter no. 5752 dated 19.07.2019 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of the Circle Officer in case the same is issued on 19.07.2019 and onwards.

- VI. A scanned copy of caste certificate issued by the Deputy Commissioner/Sub-Divisional Officer of district/subdivision in the prescribed format as per the norms prevailing in the State Government in case the same is issued before 25.02.2019.

Or,

The caste certificate in the prescribed format as contained in the letter no. 1754 dated 25.02.2019 of the Department of Personnel, Administrative Reforms and Rajbhasha, Government of Jharkhand issued at the level of the Circle Officer in case the same is issued on 25.02.2019 and onwards.

- VII. A scanned copy of non-creamy layer caste certificate issued from the level of Deputy Commissioner or Sub-divisional Officer of district/subdivision in respect of (EBC/MBC) BC – I and BC –II candidates.
- VIII. A scanned copy of the certificate relating to Economically Weaker Section in prescribed form as per the norms prevailing in the State Government.
- IX. A scanned copy of certificate relating to disability in prescribed form as per the norms prevailing in the State Government.
- X. A scanned copy of certificate relating to Games & Sports quota in prescribed form as per the norms prevailing in the State Government.
- XI. A scanned copy of certificate relating to no objection of employer, if candidate is serving in any Govt. Institution/Undertaking.

Details regarding uploading of scanned documents are as follows:-

Sl. No.	Documents name	Document size	Format
1.	Colour Scanned photograph of applicant	10kb to 50kb (maximum)	JPG or JPEG only
2.	Applicant's signature in black ink	10kb to 50kb (maximum)	JPG or JPEG only
3.	Scanned certificates of applicant	100kb to 200kb (maximum)	JPG or JPEG only

Categories

ii. Rs. 125/- (One Hundred Twenty Five only) for SC & ST Categories

Persons with Disabilities will be exempted from the examination fee.

Details with regard to payment of fee:

1. Payment option will be : (a) Debit Card (b) Credit Card (c) UPI (d) 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. 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, along with their originals, will be sought from those candidates who qualify for Interview. 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.
3. The candidate must write his/her name, date of birth, father's name strictly as given in the Matriculation/10th Certificate, otherwise, his/her candidature will summarily be rejected/cancelled at the time of scrutiny of application forms or during document verification at the time of Interview or at any stage/level it comes into the notice of the High Court of Jharkhand, Ranchi.
4. Application with illegible/blurred photograph/documents and/or signature will be rejected.
5. Request for change/correction in any particulars in the application form, once submitted finally will not be entertained under any circumstances.
6. Incomplete application or application not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in the matter.
7. 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 advised to keep a printout of the duly filled application with himself/herself for future requirement/ reference.
8. Candidates are advised to retain with themselves the UTR (Unique Transaction Reference) number which will be generated on payment of prescribed examination fee.
9. The High Court shall have the authority to postpone or cancel the recruitment process at any time.
10. The appointment will be made strictly from the panel of successful candidates

12. The information regarding schedule of the written test, computer skill test and interview, venue and date for downloading of Admit cards will be announced later on, on the Official website of the High Court. No information shall be sent to any candidate individually.
13. Canvassing in any form shall result in rejection of the candidature.

By order,

**Sd/-
Registrar General**

1. Name of the Applicant: _____
2. Roll No.: _____
3. Type and percentage of disability: _____
4. Name of the examination centre: _____
5. Examination Room no.: _____ (not to be filled by candidate)
6. Name of Shrutilekhak/ Scribe: Mr./Ms. _____
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:-

Name Examination Course	of or	Stream	Year	Passed/ Studying	Class/ Division and % of marks	Name of the Board/ University

I _____ certify that the Shrutilekhak/ Scribe Mr./ Mrs./ Ms. _____ is only 12th / Intermediate passed and he/ she is not my close 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

the State of Jharkhand.

Scheme of Examination:

Sl. No.	Name of Test	Marks	Duration of Test	Qualifying Marks
1.	Written Test	90 marks	02 Hours (additional time @ 20 minutes for each hour will be provided to the candidates belonging to Persons with Disability category)	UR, EWS, BC-I & BC-II – 40% and SC & ST-30%.
2.	Computer Skill Test	Qualifying in nature	5 min	100 words @ 20 words per minute typing speed.
3.	Interview	15 marks	-----	05 marks for all categories.

Syllabus for Written Examination:

- 1. Group I-** General English comprising of English Comprehension, English Grammar and English word power (20 Marks) as well as English Essay writing (10 marks)
- 2. Group II-** Objective General Knowledge (30 Marks)
- 3. Group III-** Numerical Ability and Reasoning Test including Mathematical test of Matric Standard (30 Marks)

Computer Skill Test:

1. Computer Skill Test shall 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 Interview.
2. Only the candidates getting the qualifying marks in the written test shall be called for Computer Skill Test and Interview.
3. The candidates will be asked to type a passage of 100 words @ 20 words per minute and to save the same on computer at the particular location.

By order,

**Sd/-
Registrar General**