

Annexure – A

HIGH COURT OF JHARKHAND, RANCHI

Advertisement No. 02/Admn. Misc./ 2024

Online applications are invited from the eligible candidates for filling up the existing vacancies in the Civil Courts of the State of Jharkhand and in the Judicial Academy, Jharkhand for the post of English Stenographer as detailed below:

Vacancy:

Sl. No.	Name of the Post	Category						Total	Horizontal Reservation (included in the total vacancy)	
		UR	BC- I	BC- II	SC	ST	EWS		Women	PwD
1.	English Stenographer for Civil Courts of the State of Jharkhand	122	27	13	60	145	30	397	03(UR) 04 (ST)	13
2.	English Stenographer for Judicial Academy Jharkhand, Ranchi	01	00	00	00	01	00	02	00	00

**Total number of vacancy may vary in future, if required.*

** As per guidelines of Ministry of Social Justice and Empowerment, the categories of disabled suitable for the job of Stenographers are OL (One Leg), BL (Both Leg), OA (One Arm), B (Blind), LV (Low Vision).*

**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 the above mentioned posts 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: 01/03/ 2024

Closing date of Online application: 31/ 03/ 2024

The pay scale and the educational qualification for the post of English Stenographers are described as follows:

Name of the post	Pay scale	Minimum educational qualification and eligibility criteria
English Stenographer (Civil Courts and Judicial Academy Jharkhand)	Pay matrix Level 4 in the 7 th PRC, 25500 - 81100/-	Graduate in any subject from a recognized University with stenography speed of 80 words per minute (wpm) in English and typing speed of 40 words per minute (wpm) in English on Computer with permissible mistakes upto 05%.

Eligibility Criteria:

1. Candidates must have the required minimum qualification on/before the last date of submission of online application.
2. Candidates must have knowledge of working on computers with sound knowledge of typing on computer.
3. Candidates must be well acquainted with the computer application.
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.
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. The Stenography and Typing Test of the candidates would be taken first. The list of candidates for appearing in the Personality Test/Interview will be prepared from the pool of candidates who shall qualify the Stenography and Typing Test.
8. Merit list will be prepared on the basis of marks obtained in the Stenography Skill Test and the Personality Test/Interview. The English Typing Skill Test shall be of qualifying in nature.
9. Candidates must fill only one online application for the above mentioned posts wherein they are required to select the posts as per the order of their preference.

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 a recognized university.
- IV. A scanned copy of certificate of Typing speed in English and Stenography speed in English from a registered/ recognised 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.

Or,

The residential certificate in the prescribed format as contained in the 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 District Magistrate/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 the certificate relating to Economically Weaker Section in prescribed form as per the norms prevailing in the State Government.
- VIII. A scanned copy of certificate relating to disability in prescribed form as per the norms prevailing in the State Government.
- IX. 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

Examination fee:

iii. Rs. 500/- (Five Hundred only) for Un-Reserved, EWS, B.C.-I & B.C.-II Categories

iv. 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 gateway Name : Razorpay
2. 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/ Personality Test. 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/ Personality Test 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 prepared on the basis of Merit.
11. The decision of the Court for recruitment shall be final and binding, and no communication shall be entertained in this regard.
12. The information regarding schedule of the Stenography & Typing Test, 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. The Admit Cards indicating the date of Stenography & Typing Test and venue shall be downloaded by the candidates from Official website of the High Court of Jharkhand, Ranchi.
14. Canvassing in any form shall result in rejection of the candidature.

Note: The transcription of Shorthand and Typing Test shall be taken on computer which shall be provided by the examining authority.

By order,

Registrar General

Format

Application Form

Application Number:

Application Number:

Post applied for :

1. (a) English Stenographers for Civil Courts:
(b) English Stenographer for Judicial Academy Jharkhand, Ranchi:
(If a candidate applies one post, mark () against the box of that post. If candidate applies more than one post, give the preferences 1 & 2 in the above boxes.)

2. Name of the applicant (in capital letters): _____

3. Father's/Husband's name: _____

4. Address for communication with Pin Code: _____

5. Permanent Address with Pin Code :

6. Date of Birth: Date.....Month.....Year.....

7. Age(as on 01.01.2024): Year.....Month.....Day.....

8. Place of Birth: _____

9. Nationality: _____

10. (a) Mobile No.: _____

(b) Email ID : _____

11. Educational & Professional Qualifications:

Examination Passed	Name of Board/University	Year of passing	% of marks	Class/Division

12. Special qualification, if any: _____
13. Work Experience, if any: _____

14. Category (please Tick)

- a. Un-Reserved:
- b. B.C.-I:
- c. B.C.-II:
- d. S.C.:
- e. S.T.:
- f. E.W.S.:
- g. Games & Sports quota:
- h. Person with Disability (PwD):

15. Sex (please specify):

16. Whether disabled, if yes tick the type and mention the % of disability :-

- e) Blindness and short sightedness
- f) Deaf and hearing impairment
- g) Locomotive Handicapped & cerebral palsy
- h) Autism & Multiple disabilities

17. Whether presently serving in any Govt. Institution/Undertaking (Yes/No):

If yes,

- d) Name of Department/Institution:
- e) Name of Post held:
- f) Since:

18. Preference of place of posting in any three (03) districts of the State of Jharkhand upon final selection:

(i) _____

(ii) _____

(iii) _____

Note: The decision of High Court of Jharkhand shall be final in allotment of district as the place of posting.

19. Fee Details (Transaction Id/ Reference No./ Amount of Fee paid/ Paid On :

20. Documents to be uploaded :

- iii. Name of the document - Matriculation Certificate (or Matriculation Mark sheet/Grade Sheet)/Graduation or equivalent degree certificate/ certificate

Stenography and Typing Speed in English /Caste Certificate(if applicable)/Residential Certificate (if applicable)/ Disability certificate (if applicable)/Certificate relating to Economically Weaker Section(if applicable)/ Certificate relating to No objection of employer (if applicable) /Certificate in proof of Special qualification (if any)

iv. Photograph and signature of the candidate : to be uploaded in prescribed size

Declaration

It is hereby declared that the information furnished by me herein above is true to my personal knowledge and belief. It is also declared that neither Criminal case is pending against me nor I have ever been punished by any Court of law, nor am I involved in or related with any Criminal case for any offence involving moral turpitude. 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. I further declare that if I obtain appointment on any false or incorrect information, my appointment shall be terminated/ cancelled and I shall be liable for prosecution under the Law.

Date: _____

Place: _____

Signature of Candidate

PROCESS FOR RECRUITMENT TEST FOR THE POST OF ENGLISH STENOGRAPHER IN THE CIVIL COURTS OF THE STATE OF JHARKHAND AND JUDICIAL ACADEMY JHARKHAND, RANCHI

Test of Stenography and Typing - 90 Marks, Personality Test and Interview - 10 Marks

1. One passage containing 400 words each in English for the post of English Stenographer will be provided for dictation as trial.
2. Before dictating the final short hand passage to the candidates, the trial passage would be dictated at the same speed at which the final passage would be dictated.
3. The trial passage would not be transcribed and taken into account for evaluation, it will be only for checking the efficiency of audio system and computer system.
4. After the lapse of five minutes of dictation of trial passage, the final passage would be dictated by the same person keeping in view the uniformity of speed.
5. After the dictation of final passage, thirty (30) minutes time would be allowed to the candidates for going through the dictated passage and to transcribe the same in the computer.
6. Dictation of shorthand would be of 05 (five) minutes @ **80** words per minute.
7. A Typing test of 400 words would be taken separately after the transcription of the final passage on computer for 10 minutes @ 40 W.P.M.
8. Candidates are advised to continue typing (only for typing test) till 10 minutes in full, in doing so they might repeat the same text after completing the whole passage, if they can, that will be counted in deciding the speed.
9. The Typing test would be of qualifying nature.
10. A panel of successful candidates shall be prepared on the basis of total marks obtained in the transcription of stenography and interview.
11. Out of the successful candidates of the Stenography and Typing Test, candidates of only three times the number of vacancies in each category be called for interview.

Note: The transcription of Stenography and Typing Test shall be taken on computer which shall be provided by the agency entrusted for examination.

Registrar General