

HIGH COURT OF CHHATTISGARH, BILASPUR

“ADVERTISEMENT”

Applications are invited in prescribed proforma for the following posts from eligible candidates having qualifications mentioned below.

<p>Name of the Post:- Stenographer (English) Total number of Posts:- 18 (Including 01 temporary post and 09 backlog posts) Pay Scale (Rs.) 5500-175-9000/- (Pre Revised), (Revised Pay Band Rs. 9300-34800 + 4300 Grade Pay)</p> <p>Classification of Posts:-</p> <table border="1"><thead><tr><th>Category</th><th>Male</th><th>Female</th><th>Handi-capped</th><th>Total</th></tr></thead><tbody><tr><td>General</td><td>03</td><td>03</td><td>01</td><td>07</td></tr><tr><td>SC</td><td>03</td><td>01</td><td>-</td><td>04</td></tr><tr><td>ST</td><td>04</td><td>01</td><td>-</td><td>05</td></tr><tr><td>OBC</td><td>01</td><td>01</td><td>-</td><td>02</td></tr><tr><td>Total</td><td>11</td><td>06</td><td>01</td><td>18</td></tr></tbody></table>	Category	Male	Female	Handi-capped	Total	General	03	03	01	07	SC	03	01	-	04	ST	04	01	-	05	OBC	01	01	-	02	Total	11	06	01	18	<p><u>QUALIFICATION:</u> -</p> <ol style="list-style-type: none">1. Must be a Graduate from any recognised University and;2. Must have passed Shorthand & Typewriting Examination in English from any recognized Board of Shorthand and Typewriting Examination @ 80 words per minute & 30 words per minute, respectively.
Category	Male	Female	Handi-capped	Total																											
General	03	03	01	07																											
SC	03	01	-	04																											
ST	04	01	-	05																											
OBC	01	01	-	02																											
Total	11	06	01	18																											
<p>Name of the Post:- Assistant Grade-III Total number of Posts:- 45 (Including 34 backlog posts and 02 temporary posts) Pay Scale (Rs.) :- 3050-75-3950-80-4590/- (Pre Revised), (Revised Pay Rs. 5200-20200 + Grade Pay Rs. 1900/-)</p> <p>Classification of Posts:-</p> <table border="1"><thead><tr><th>Category</th><th>Male</th><th>Female</th><th>Handi-capped</th><th>Total</th></tr></thead><tbody><tr><td>General</td><td>08</td><td>01</td><td>01</td><td>10</td></tr><tr><td>SC</td><td>07</td><td>06</td><td>01</td><td>14</td></tr><tr><td>ST</td><td>13</td><td>06</td><td>01</td><td>20</td></tr><tr><td>OBC</td><td>01</td><td>-</td><td>-</td><td>01</td></tr><tr><td>Total</td><td>29</td><td>13</td><td>03</td><td>45</td></tr></tbody></table>	Category	Male	Female	Handi-capped	Total	General	08	01	01	10	SC	07	06	01	14	ST	13	06	01	20	OBC	01	-	-	01	Total	29	13	03	45	<p><u>QUALIFICATION:</u> -</p> <ol style="list-style-type: none">1. Must be a Graduate from any recognised University and;2. One year Diploma Course in Computer from I.T.I. or any equivalent recognised Board/ University,3. Knowledge of English & Hindi Typing (with proof),
Category	Male	Female	Handi-capped	Total																											
General	08	01	01	10																											
SC	07	06	01	14																											
ST	13	06	01	20																											
OBC	01	-	-	01																											
Total	29	13	03	45																											
<p>Name of the Post:- Assistant Grade-III (Computer) Total number of Post:- 1 (General Category) Pay Scale (Rs.) :- 3050-75-3950-80-4590/- + 200 S.P., (Pre Revised), (Revised Pay Rs. 5200-20200 + Grade Pay Rs. 1900/- + 200 S.P.)</p>	<p><u>QUALIFICATION:</u> -</p> <ol style="list-style-type: none">1. Must be a Graduate from any recognised University and;2. Post Graduate Diploma in Computer from any institution recognised by a University (recognised by the University Grants Commission),																														

- Note:** - 1. The number of posts may increase or decrease and number of reserve posts may vary consequently.
2. The candidates belonging to OBC should not be in the creamy layer.

Other Conditions:-

- (a.) The applicant should be Citizen of India.
- (b.) He/She has attained 21 years and has not completed 30 years as on 01.01.2010. (Upper age limit will be 35 years for bonafide resident of Chhattisgarh only)
- (c.) Age relaxation shall be applicable to the candidates of bonafide resident of Chhattisgarh State belonging to SC/ST/OBC, Women, Handicapped and C.G. Govt. servants as per circulars issued by the Govt. of Chhattisgarh in this regard, from time to time, which includes
 - i) 5 years relaxation in upper age limit will be given to SC/ST & OBC candidates.
 - ii) 10 years relaxation in upper age limit will be given to Women candidates.
 - iii) 10 years relaxation in upper age limit will be given to Physically Handicapped candidates but, the maximum age shall not exceed 45 years of age including the upper age limit and the relaxed age.
- (d.) Candidates claiming reserved category (SC/ST/OBC) shall submit their permanent Caste Certificate only, otherwise they will be treated under General Category. The reserved candidates shall submit the attested copy of their permanent Caste Certificate alongwith the application.
- (e.) Reserved candidates (SC/ST/OBC) are required to submit the caste verification certificate issued by Chhattisgarh High Level Scrutiny Committee, Raipur at the time of their joining or otherwise their appointment shall be cancelled.
- (f.) Candidates claiming reserved category (SC/ST/OBC) of other States including erstwhile State of M.P. will be considered under General Category.
- (g.) He/She should possess good character and is of sound mind and body and free from any bodily or mental defect which renders him/her unfit for such appointment.
- (h.) He/She has not more than one living spouse.
- (i.) He/She has not been dismissed or removed from service by any High Court, Government or Statutory or Local Authority.
- (j.) He/She has not been convicted of any offence involving moral turpitude or has not been permanently debarred or disqualified by

any High Court/Union/State Public Service Commission or any Services Selection Board or Staff Selection Commission.

- (k.) The application in prescribed proforma (Typed in fullsize paper) must reach the Registrar General, High Court of Chhattisgarh, Bilaspur by Registered Post/ Speed Post/ Other Courier/ Humdast along with attested copies of testimonials/certificates regarding age, Caste, qualification (specifically mentioning the speed of English Shorthand and English Typing as required under the advertisement in case of Stenographer), and experience (if any), duly attested passport size photograph be affixed in prescribed proforma. Application must be accompanied with the self addressed envelope duly Rs. 5/- stamped (size 9 x 4) and also one extra passport size photograph, failing which the application shall be summarily rejected and no correspondence will be entertained in this regard. The applications completed in all respect alongwith the enclosures will be accepted upto 5.00 P.M. of 15.01.2010. Application received thereafter, will not be entertained.
- (l.) The Head of Office reserves the right to reject all or any application without communicating any reason to the applicant. The competent Authority further reserves the right of fixing cut off marks for educational/ professional qualification for deciding candidature during scrutiny of the application forms or at any stage of the recruitment examination process.
- (m.) No TA/DA should be admissible to any candidate for appearing in any of the tests/ interview.
- (n.) There shall be a Skill Test, Interview and / or Written Test.
- (o.) The envelop containing application should be superscribed "APPLICATION FOR THE POST OF".
- (p.) If a candidate wishes to apply for more than one post, he/she should submit separate applications for each post.
- (q.) One envelop shall contain only one application form.
- (r.) The persons already in service must send their application through **proper channel** in such a manner so that it should reach the undersigned on or before last date of receiving applications.
- (s.) The selected candidates shall be kept in probation for a period of two years.
- (t.) The candidates are required to bring their own Typewriters for Typing Test.
- (u.) The candidates whose applications are found suitable will be called for Skill Test. The information of the same will be sent to them in the postal envelopes enclosed by them with the applications. List of eligible and non eligible candidates will be displayed separately in the notice board of this Registry at the earliest.

- (v.) The candidates who fail to receive the Call Letters for appearing in test till the date of examination, shall appear on the date of examination personally alongwith the proof of submission of application prior to 2 hours of the time of exams. After verification if their candidature is found correct, they may be permitted for appearing in Written Test.

After completion of scrutiny of applications, the list of eligible and non eligible candidates will also be uploaded in the website of High Court <http://www.cghighcourt.nic.in> at the earliest prior to written examination.

- (w.) If above mentioned conditions are acceptable then only the candidate should apply for the post.

For further details visit our website at : <http://www.cghighcourt.nic.in>

Sd/-
(Arvind Shrivastava)
Registrar General

**PROFORMA OF APPLICATION FOR THE POST OF
STENOGRAPHER (ENGLISH) / ASSISTANT GRADE-III /
ASSISTANT GRADE-III (COMPUTER)**
(Strike out whichever is not applicable)

1. Name of applicant :
(in BLOCK letters)

2. Father/Husband's Name :

3. Date of Birth :

4. Age as on **01/01/2010** :

5. Sex -
(mention code 1 for Male and 2 for Female)

6. Whether, bonafide resident of Chhattisgarh - Yes / No
(If yes, enclose the attested copy of domicile certificate issued by the competent authority.)

7. Qualification :
(including Typing & Shorthand from recognized Board)

Sl No.	Name of Exam.	Board/ University	Year of passing	Div. %	Subject

8. Experience (if any) :

9. Whether : (please tick whichever is applicable)

SC	ST	OBC	GENERAL

10. In case of OBC state whether belongs to creamy layer - Yes / No.

11. Postal address :

:

Affix recent passport size photograph duly self attested

12. Permanent address :.....
 :.....
13. Whether, handicapped :.....
14. Type and percentage of disability :.....
15. Whether registration no. of employment
 exchange is in existence :.....
 (if Yes mention No. with date)
16. Name of employment office :.....
17. Whether, the candidate is serving in : Yes / No
 govt./semi govt. organization
17. List of enclosures :-
1.
 2.
 3.
 4.
 5.

DECLARATION

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect:-
 (1) before or after test / interview / selection / appointment to the said post my candidature / appointment will be liable to be cancelled/ (2) after joining services to the said post my service shall be liable to be terminated.

Place :

Date:

(Signature of Applicant)