

"ADVERTISEMENT"
HIGH COURT OF CHHATTISGARH, BILASPUR
ADVERTISEMENT

Applications are invited in prescribed proforma for following posts (Staff of Court Managers of High Court) to be appointed on Contractual Basis from eligible candidates having qualifications as mentioned below.

<p>Name of the Post :- Stenographer(Eng.) Total number of Posts :- 02 Pay & Allowances (Rs.) :- Fixed Salary of Rs. 10,000/- per month without any Special Pay & Allowances.</p>	<p><u>QUALIFICATION:</u> -</p> <p>1. Must be a Graduate from any recognized University and;</p> <p>2. Must have passed Shorthand Examination and Typewriting Examination in English from any recognized Board of Shorthand and Typewriting Examination @ 80 words per minute and 30 words per minute, respectively.</p>
<p>Name of the Post :- Clerk (A.G.-III) Total number of Posts :- 02 Pay & Allowances (Rs.) :- Fixed Salary of Rs. 9,000/- per month without any Special Pay & Allowances.</p>	<p>1. Must be Graduate from any recognized University and;</p> <p>2. One year diploma course in computer from I.T.I. or any equivalent recognized board/University.</p> <p>3. Knowledge of English and Hindi Typing (with proof).</p>

Note:- 1. The candidates belonging to OBC should not be in the creamy layer.

2. The appointment to the said posts will be made temporarily on Contractual basis. Their services may be terminated at any time by the Chief Justice after giving one month notice or payment of one month salary in advance. They may also resign from service after giving one month notice or payment of one month salary in advance. Their tenure of service may be for the plan period of 13th Finance Commission i.e. 31.03.2015.

Special Note :- The Skill Test for recruitment to the aforesaid posts will be conducted in Computer on "Open Source Operating System (Ubuntu) with Word Processor Libre Office".

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 01.01.2014. (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, Physical Disabled 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 Disabled candidates but, the maximum age shall not exceed 45 years of age including the upper age limit and the relaxed age.
- (d.) Candidates claiming benefit of reserved category (SC/ST/OBC) should submit their permanent Caste Certificate only, otherwise they will be treated under Unreserved Category. The reserved candidates shall submit the attested* copy of their permanent Caste Certificate along-with the application.
- (e.) Reserved candidates (SC/ST/OBC) are required to submit the caste verification certificate issued by Chhattisgarh High Level Scrutiny Committee/District Level Committee, 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 Unreserved 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.) He/she must possess the requisite qualification desired for the said advertised posts on or before the last date of receipt of application.
- (l.) The application in prescribed proforma (Typed in fullsize paper) must reach the Registrar General, High Court of Chhattisgarh, Bodri, Bilaspur (C.G.) by Registered Post/ Speed Post/ Other Courier/Humdist along with attested* copies of testimonials/certificates (duly attested by Gazetted Officer) regarding age, Caste, qualification [in case of English Shorthand & English Typewriting Examination certificate for the post of Stenographer, the speed of same should be specifically mentioned that he/she has passed the English Shorthand @ 80 w.p.m. or above and English Typing @ 30 w.p.m. or above from the said Board of Shorthand & Typewriting Examination. If, in their certificate the speed of typing & shorthand as required under the

advertisement has not been mentioned, the candidate has to submit the certificate from the concerned Board/School to the effect that the candidate has passed the English Shorthand @ 80 w.p.m. or above & English Typing Examination @ 30 w.p.m. or above, from the said Board/School. Further, If it is not possible for them to submit such certificate (certificate showing speed of typing and shorthand) along-with the application or it will take time, they must submit an undertaking to the effect that if they found eligible for Skill Test, they will submit the said certificate (certificate showing speed of typing and shorthand or the certificate issued by Board / School mentioning that he/she has passed the Typing & Shorthand examination with the speed of 30 & 80 w.p.m. respectively), on the date of Skill Test that too prior to appearing in Skill test otherwise, their candidature be cancelled. In case of failure of submission of certificate/ Certificate of Board/School/Undertaking, as required above, their application/candidature, as the case may be, shall be cancelled and they will not be permitted to appear in Skill Test] 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 may 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 15.07.2013. Application received thereafter, will not be entertained.

- (m.) 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.
- (n.) The envelop containing application should be superscribed "APPLICATION FOR THE POST OF".
- (o.) If a candidate wishes to apply for both the said posts, he/she should submit separate applications for each post.
- (p.) One envelop shall contain only one application form.
- (q.) 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.
- (r.) The candidates whose applications are found suitable will be called for Skill Test and / or Interview. 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. 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> prior to Skill Test.

- (s.) 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 along-with 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 Skill Test and / or Interview.
- (t.) There shall be a Skill Test and / or Interview.
- (u.) No TA/DA should be admissible to any candidate for appearing in any of the test/ interview.
- (v.) If above mentioned conditions are acceptable then only the candidate should apply for the post.

* Attested - By a Gazetted Officer.

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

Sd/-
(Ashok Kumar Panda)
Registrar General