

**HIGH COURT OF JHARKHAND , RANCHI**

**Advertisement No. 02 /Accts. / 2018**

Online applications are invited from the eligible candidates to fill up the existing vacancies of Legal Assistants in **The High Court of Jharkhand, Ranchi** for the post of **Legal Assistant**.

**PAY SCALE :**

Pay Band - Rs. 9300 - 34800/- with Grade Pay - Rs. 4600/- in PB-II (Pre-revised) & Level-7 in 7<sup>th</sup> P.R.C. i.e. Rs. 44,900 – 1,02,800 (plus other usual allowances as per rule).

**VACANCY POSITION:**

Category	Total vacancy (including horizontal reservation)	Horizontal Reservation				
		Women (Reserved) 5%	Blind or Short Sighted (1%)	Deaf (1%)	Locomotive Handicapped & Cerebral Palsy (1%)	Games & Sports Quota (2%)
Un-Reserved	07	$5\% \times 15 = 0.75 = 1$	$3\% \times 15 = 0.45 = 00$			$2\% \times 15 = 0.3 = 0$
Schedule Caste	01					
Schedule Tribe	04					
B.C-I	01					
B.C-II	02					
TOTAL	15	01	00			00

**ELIGIBILITY CRITERIA**

- (i) Candidate must be a Law Graduate from a recognised University.
- (ii) Three years experience as an Advocate/ Lawyer on or before the last date for submission of Online application.

**AGE:** As on 01.08.2018

Category	Lower Limit	Age	Upper Limit	Age	Upper Age Limit	
					Women	(PH) Differently Abled
Un-Reserved	25		35		38	43
B.C-I	25		38		38	43
B.C-II	25		38		38	43
Schedule Caste	25		40		40	45
Schedule Tribe	25		40		40	45

*Reservation policy of the State Government will apply and the benefit of 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 General Category candidate subject to their fulfilling the eligibility criteria of General Category.*

**Enclosures to be submitted in the space provided on the online application:-**

1. A Scanned Photograph and signature of the candidate.
2. A scanned copy of the Matriculation Certificate in proof of date of Birth.
3. A scanned copy of Provisional/Original degree Certificate of Graduation in Law.
4. A scanned copy of experience certificate of three years practice as Advocate/ Lawyer
5. A scanned copy of the caste certificate in prescribed form as per norms of the State Government issued by the Deputy Commissioner or SDO (Sub-Divisional Officer) verified and countersigned by the Deputy Commissioner in case issued by SDO (for reserved category only).
6. Details regarding size, dimension and format of uploading of documents etc.:

Sl. No.	Documents name	Document size	Document dimension	Format
1.	Colour Scanned photograph of applicant	Not less than 500 kb and Not more than 2 MB	200x230 pixels	JPG or PNG only
2.	Applicant's signature in black ink	Less than 2 MB	Not below 140x60 pixels and Not above 300 x 130 pixels	JPG or PNG only
3.	Scanned certificates of applicant	Max 2 MB per document	Not applicable	JPG or PNG only

**IMPORTANT**

1. 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/ act involving moral turpitude.
2. The appointment will be made strictly from the panel of successful candidates prepared on the basis of merit.
3. The merit list of the candidates for the purpose of appointment shall be prepared on the basis of a written test to be followed by Personality Test/ Viva-Voce.
4. The decision of the Selection Committee/High Court for recruitment shall be final and binding on all concerned and no communication shall be entertained.
5. The Admit Cards indicating the date of Examination and venue shall be downloaded from the Official Website of the High Court of Jharkhand by the candidates individually.
6. Canvassing in any form shall result in rejection of the candidature.
7. No advance copy of application will be accepted.
8. 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 will be sought only from those candidates who qualify for Viva-Voce. 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.
9. The candidate must write his/ her name, date of birth, father's name strictly as given in the Matriculation/ 10<sup>th</sup> Certificate otherwise, his/ her candidature will summarily be rejected/ cancelled at the time of scrutiny of application forms/ Document

verification at the time of Personality Test/ Viva-Voce or at any stage/ Level it comes into the notice of the High Court of Jharkhand, Ranchi.

10. Application with illegible/ blurred photograph/ documents and/ or signature will be rejected.
11. Request for change/ correction in any particulars in the application form, once submitted finally will not be entertained under any circumstances.
12. 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 suggested to keep a printout of the duly filled application with himself/ herself for future reference.
13. Candidates are requested to retain with themselves, the UTR (Unique Transaction Reference) number which will be generated on payment of prescribed examination fee.
14. The High Court shall have authority to postpone or cancel the recruitment process without mentioning reason at any time.
15. The decision of the Court for recruitment shall be final and binding on all concerned and no communication shall be entertained in this regard.
16. Incomplete application or applications not conforming to the aforesaid prescribed requirements shall be rejected and no further communication will be entertained in this regard.
17. The information regarding venue and date of the Written Exam & Personality/ Viva-Voce and information for downloading of Admit cards will be uploaded later on, in the Official Website of the High Court of Jharkhand, Ranchi.
18. The Admit Cards indicating the date and venue of Written Exam & Personality/ Viva-Voce shall be downloaded by the candidates.
19. Fee:
  - i. Rs. 500/- (Five Hundred only) for Un-Reserved Category, B.C-I & B.C-II Category
  - ii. Rs. 125/- (One Hundred and Twenty Five Only) for SC and ST Category candidates
20. Details with regard to payment of fee:
  1. Payment gateway Name : Insta Mojo
  2. Payment option will be : (a) Debit Card (b) Credit Card (c) Net Banking
21. Fee once paid will not be refunded in any circumstances.

**By order,**  
**Sd/-**  
**Registrar General**

**Date :** \_\_\_\_\_

**Format**

**Application Form**

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**Application Number :**

**Post applied for : Legal Assistant**

1. Name of the applicant (in capital letters) :  
2. Father's / Husband's name :  
3. Address for communication with Pin Code : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Permanent Address with Pin Code :  
\_\_\_\_\_  
\_\_\_\_\_

5. Date of Birth : Date.....Month.....Year.....  
6. Age(as on 01.08.2018) : Year.....Month.....Date.....  
7. Place of Birth : \_\_\_\_\_  
8. Nationality : \_\_\_\_\_  
9. (a) Mobile No. : \_\_\_\_\_  
(b) Email ID : \_\_\_\_\_

10. Educational & Professional Qualifications :

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

11. Special qualification, if any : \_\_\_\_\_  
\_\_\_\_\_

12. Work Experience : \_\_\_\_\_  
\_\_\_\_\_

13. Category (please Tick)

- a. General :  
b. B.C-I :  
c. B.C.-II :  
d. S.C. :  
e. S.T. :

14. Sex (please specify) : .....

15. Whether handicapped, if yes tick the type and mention the % of disability : \_\_\_\_\_

- a) blindness or low vision  
b) hearing impairment  
c) locomotor disability or cerebral palsy

16. Whether presently serving in any Govt. Institution/ Undertaking (Yes/No): \_\_\_\_\_

If yes,

- a) Name of Department/Institution:  
b) Name of Post held:  
c) Since:

17. Fee Details (Transaction Id/ Reference No./ Amount of Fee paid/ Paid On :  
\_\_\_\_\_

18. Documents uploaded

- i. Name of the document – Matriculation Certificate/ Law Graduate degree certificate/ Experience Certificate / Caste Certificate showing the place of residence (if applicable)

### **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 I am 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**

**Scheme of Examination & Syllabus and other details**

**LEGAL ASSISTANT**

**Scheme of Examination :**

Sl. No.	Name of Test	Marks	Duration of Test	Qualifying Marks
1.	Written Test	175 marks	2 Hours	Gen (UR), BC-I & BC-II - 40% and SC, ST - 30%
2.	Viva-Voce	25 marks	-----	Gen (UR), BC-I & BC-II - 30% and SC, ST - 20%

**Syllabus for Written Examination:**

Comprising General English of Graduation level, G.K. and the Law subject such as Constitution of India, Procedural Law (Cr.P.C, C.P.C), Penal Laws, Law of Evidence, Hindu Law, Mohammadan Law, Local Tenancy Laws, Property Laws, Contract Law, Laws of Limitation, Registration and Intellectual Property Laws etc.