

**PATNA HIGH COURT, PATNA**  
**EMPLOYMENT NOTICE No. 1/2011**

Application is invited in the prescribed proforma, for appointment/preparation of panel from suitable candidates, duly filled up in their own handwriting for the post of Data Entry Operator on contractual basis in the subordinate courts of Bihar and Bihar Judicial Academy. The posts are purely temporary and the services may be terminated any time without any prior notice. It is not an offer for permanent appointment. The candidates shall be put through a selection procedure on a software and/or interview. The test will be held at court premises. The date of test will be announced later on. The vacancy position is as follows. The number of vacancies may change.

| Sl. No. | Name of Post        | Number of vacancies | Place of vacancy                 |
|---------|---------------------|---------------------|----------------------------------|
| 1       | Data Entry Operator | 02                  | Bihar Judicial Academy           |
| 2       | Data Entry Operator | 90                  | All Sub-ordinate Courts in Bihar |

Reservation for different categories of candidates shall be applicable as per rules of the Govt. of Bihar.

Pay:- On contractual basis the consolidated pay prevalent in the State of Bihar.

Criteria for candidature:- A candidate must be a citizen of India, Medically fit and of good character & antecedent and Regd. in any Employment Exchange.

Age as on (01-05-2011).

| Sl. No. | Category   | Minimum age (in years) | Maximum age (in years) |
|---------|--|------------------------|------------------------|
| I       | Un-reserved (Male)                                   | 18                     | 37                     |
| II      | Un-reserved (Female)                                 | 18                     | 40                     |
| III     | Backward Class and extremely Backward Class (Male)   | 18                     | 40                     |
| IV      | Backward Class and extremely Backward Class (Female) | 18                     | 40                     |
| V       | Schedule Caste/Schedule Tribe Male/Female            | 18                     | 42                     |

**Educational Qualification:-** For appointment to the post of Data Entry Operator, the minimum qualification shall be B.A./B.Sc./B.Com. or equivalent degree from a recognised university and proficient in Computer Application. A graduate in computer applications will be preferred for the post. A certificate in computer application issued by an institute recognised by Central/State Govt. is essential.

**Procedure of selection:-** For the purpose of selection of candidates a proficiency test shall be conducted followed by viva-voce of the candidates. The High Court may hold first a preliminary test in order to limit the number of candidates, if the number of candidates is found to be too large in relation to number of vacancies to be filled up and then invite number of candidates on merit for final test.

After the selection test (both proficiency test and viva-voce) are over on the basis of marks of both a common panel shall be prepared by the High Court in order of merit separately for all the judgeships in the state of Bihar and Bihar Judicial Academy. The aforesaid panel shall remain valid for a period of 2 years from the date of preparation thereof. The existing vacancies as also any future vacancies occurring within the period of 2 years shall be filled up from amongst the candidates from the said panel in order of merit. The candidate shall not be paid any T.A. for attending at the test/interview.

**How to apply:-** The candidate shall fill-up the application and Admit-card in the prescribed proforma in his/her own handwriting and send the same under Registered post (not hand to hand) to the under signed so as to reach this office within 30 days from the date of advertisement during working hours till 5 P.M. The candidate shall affix his/her three recent passport size photographs with application and Admit card duly attested by a gazetted officer. The candidate should enclose two self addressed envelope (size 11x25 c.m.) with ordinary postage stamped, besides, attested photocopies of all certificates, mark sheets and caste certificates issued by the D.M./S.D.O. or other competent authorities. Application received after expiry of period for any reason or incomplete/defective applications shall not be entertained. In case, it is detected at any stage that the candidate does not fulfill the eligibility criteria or has furnished incorrect information or suppressed any material information/failed to furnish required documents his/her candidature/selection is liable to be cancelled.

Pendency of any criminal case against the candidate or conviction of candidate in any criminal case shall result in cancellation of his/her candidature

Canvassing in any form shall disqualify the candidate. The candidate must sign in full on copies of all the certificates and testimonials in English and Hindi which they are enclosing with the application form.

The date of examination shall be announced and published later on.

Registrar General

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Patna High Court, Patna

**Application for the post of Data Entry Operator on contractual basis for District Courts and Bihar Judicial Academy**

|             |  |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|--|
| Roll Number |  |  |  |  |  |  |  |
|-------------|--|--|--|--|--|--|--|

- Name of the post applied for :- \_\_\_\_\_
1. Name of the candidate :- \_\_\_\_\_
2. Name of father/Husband :- \_\_\_\_\_
3. Sex (Male/Female) :- \_\_\_\_\_
4. Date of Birth :- \_\_\_\_\_  
(As per matriculation certificate)
5. Educational Qualification:-



| Sl. No. | Qualification    | Board/University | Passing Year | Marks Obtain | Division |
|---------|------------------|------------------|--------------|--------------|----------|
| 1.      | Matriculation    |                  |              |              |          |
| 2.      | Intermediate     |                  |              |              |          |
| 3.      | Graduation       |                  |              |              |          |
| 4.      | Any other Degree |                  |              |              |          |

6. Extra qualification/experience if any:-  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Name of the employment exchange and Regd. No. with date of Registration \_\_\_\_\_

8. Category (Tick whichever applicable):-
- i. General     ii. Backward Class     iii. Ext. Backward Class
- iv. Schedule Caste     v. Schedule Tribe
- vi. Physically Handicapped

9. Permanent Address:-  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

10. Address for communication:-  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

11. Details of criminal case along with the result against the candidate, if any .....

12. Declaration:- I hereby declare that the facts and details given by me in the application are true to the best of my knowledge and belief. I understood that in the event of any of the particulars or informations mentioned above being found false or incorrect at any stage, my candidature shall be liable to be rejected.

Full signature of the candidate:-

English \_\_\_\_\_

Place:- \_\_\_\_\_

Date:- \_\_\_\_\_

Hindi \_\_\_\_\_

**The High Court of Judicature at Patna**

**Admit Card for Preliminary Test**

(For office use only)

|             |  |  |  |  |  |  |  |                    |  |
|-------------|--|--|--|--|--|--|--|--------------------|--|
| Roll Number |  |  |  |  |  |  |  | Examination Centre |  |
|-------------|--|--|--|--|--|--|--|--------------------|--|

Name of the post applied for :- \_\_\_\_\_

1. Name of the candidate :- \_\_\_\_\_

2. Name of father/Husband :- \_\_\_\_\_

3. Sex (Male/Female) :- \_\_\_\_\_

4. Date of Birth :- \_\_\_\_\_  
(As per matriculation certificate)

5. Name of the employment exchange and Regd. No. with date of Registration \_\_\_\_\_

6. Are you a member of General/B.C./E.B.C./S.C./S.T./Physically Handicapped:-  
Yes/No:- \_\_\_\_\_ if yes, Mention the Class \_\_\_\_\_

7. Address for communication:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Full signature of the candidate**

English \_\_\_\_\_

Hindi \_\_\_\_\_

**For office use only at the time of Examination**

Applicant should not write anything below this line at the time of sending application.

Full signature of the candidate before the Invigilator:-

\_\_\_\_\_  
Signature of Invigilator with date

English \_\_\_\_\_

Hindi \_\_\_\_\_

**The High Court of Judicature at Patna**

**Admit Card for Final Test**

(For office use only)

|             |  |  |  |  |  |  |  |  |  |                    |  |
|-------------|--|--|--|--|--|--|--|--|--|--------------------|--|
| Roll Number |  |  |  |  |  |  |  |  |  | Examination Centre |  |
|-------------|--|--|--|--|--|--|--|--|--|--------------------|--|

Name of the post applied for :- \_\_\_\_\_

1. Name of the candidate :- \_\_\_\_\_

2. Name of father/Husband :- \_\_\_\_\_

3. Sex (Male/Female) :- \_\_\_\_\_

4. Date of Birth :- \_\_\_\_\_  
(As per matriculation certificate)



5. Name of the employment exchange and Regd. No. with date of Registration \_\_\_\_\_

6. Are you a member of General/B.C./E.B.C./S.C./S.T./Physically Handicapped:-  
Yes/No:- \_\_\_\_\_ if yes, Mention the Class \_\_\_\_\_

7. Address for communication:-  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Full signature of the candidate**

English \_\_\_\_\_

Hindi \_\_\_\_\_

**For office use only at the time of Examination**

Applicant should not write anything below this line at the time of sending application.

Full signature of the candidate before the Invigilator:-

\_\_\_\_\_  
Signature of Invigilator with date

English \_\_\_\_\_

Hindi \_\_\_\_\_