

RAJASTHAN HIGH COURT, JODHPUR

NOTIFICATION

NO.ESTT/HC/2013/ 20

Dated: 09.01.2013

On-Line applications are invited from eligible candidates for filling up following vacant posts in Rajasthan High Court as "Probationer-Trainee" on the fixed remuneration per month, as mentioned below, as per rules.

Particulars of total vacant posts, reservation, fee etc. are mentioned as under:-

S. No.	Name of Post	Fixed Remuneration p.m. in probation period	Pay Scale after successful completion of probation period	Mode of Selection
1	Junior Personal Assistant (English)	10,000/-	PB-2 (9300-34800) & Grade Pay Rs.3200/-	Competitive Exam. to test the ability of Shorthand and Transcription & Typing of the dictated passage on Computer (hereinafter referred to as 'The Test')

Category-wise Backlog vacancies:-

GEN	SC	ST	OBC	TOTAL
-	05 (of which 1 shall be of women)	04	-	09

Category-wise Current vacancies:-

GEN	SC	ST	OBC	TOTAL
15 (of which 3 shall be of women)	05 (of which 1 shall be of women)	03	06 (of which 1 shall be of women)	29

Grand Total:

15	10	07	06	38
----	----	----	----	----

Note: The posts of Jr. P.A., likely to fall vacant due to promotions, which is under process, have been included, yet the number of vacant posts of Jr. P.A. may vary.

1.	Minimum Educational Qualification	: (i) Candidate must be a graduate from any university established by Law in India or its equivalent examination from any university recognized by the Government for the purpose and (ii) Must have passed- "O" level certificate course conducted by DOEACC under control of the Department of electronics; Or Computer Operator & Programming Assistant (COPA)/Data Preparation & Preparation & Computer Software (DPCS) certificate organized under National/ State council of Vocational Training Scheme; Or Diploma in Computer Science/ Computer Application from any university established by Law in India or from an institution recognized by the Government; Or Diploma in computer Science & Engineering from a Polytechnic Institution recognized by the Government.
2.	Nationality	: A candidate for appointment to the service must be a citizen of India

3.	Age	: A candidate for direct recruitment to the service must have attained the age of 18 years and must not have attained the age of 35 years, on the first day of January preceding the last date fixed for submission of the application; PROVIDED That :- (1) the upper age limit shall be relaxed by five years in the case of the member of the Scheduled Caste or Scheduled Tribe or Other Backward Class or Women Candidates; (2) there shall be no restriction as to age for candidates already serving in connection with the affairs of the State in a substantive or in a temporary capacity, having been so appointed prior to his/ her attaining the age of 33 years; PROVIDED That :- the temporary appointment is permissible under the relevant Rules applicable to service to which the person belongs and is made in accordance with those Rules. (3) that there shall be no age limit in the case of widow and divorcee women candidate ; (4) the upper age limit for the reservists, namely defence services personnel transferred to the reserve shall be 47 yrs. EXPLANATION:- in the case of widow she will have to furnish a certificate of death of her husband from the Competent Authority and in case of divorcee she will have to furnish the proof of divorce.
4.	Reservation of Posts	: Reservation of posts shall be according to rules.
5.	Examination Fee	: Rs.100/- (Rupees One Hundred only) In case of Scheduled Castes/ Scheduled Tribes/ Divorcee or Widow Women candidates, they shall pay examination fees of Rs.25/- (Twenty Five only).
6.	Refund of Fee	: No claim for the refund of the Examination Fee shall be entertained nor the Fee shall be held in reserve for any other examination except when the advertisement is cancelled by the Appointing Authority in which case the amount of examination fees shall be refunded.
7.	Disqualification for appointment	: Birth of a child after 05.07.2006 shall be disqualification for appointment, if thereby the number of surviving children becomes more than two. Provided that birth of more than one child in single subsequent delivery to a person having single child shall not be a disqualification.

8. Competitive examination shall include Shorthand dictation & transcription and typing of dictated passage in English on Computer as follows:-

Jr. Personal Assistant (English)	Duration	Speed of Dictation	Marks
English Shorthand	10 Minutes	100 words per minute	
Transcription and typing of Dictated passage in English on Computer.	60 Minutes	-	50 Marks

The calculation of speed in Short-hand & transcription on Computer shall be calculated as laid down in the Rajasthan High Court Staff Service Rules, 2002(As amended by order no. Estt./ HC/2012/196/Dt. 07/07/2012).

Candidate shall apply online by filling up the application form available at official website of Rajasthan High Court (www.hcraj.nic.in) from **11.01.2013** to **31.01.2013**. No other means/mode of application shall be accepted.

Instructions for filling up the online application form are available on the web-portal. Candidate shall submit the application form online as well as he/ she shall take the print-out of the form so submitted and shall send the same along with the Demand Draft of the fees applicable to him in favour of "Registrar General, Rajasthan High Court, Jodhpur" payable at Jodhpur by registered/speed post or by hand, to the office of **Registrar Examination, Rajasthan High Court, Jodhpur**, failing which his/ her application shall not be entertained and deemed to be rejected and no claim in this regard shall be entertained. No other document except Demand Draft shall be attached to the printout of the application form so sent

Candidates shall have to produce all the relevant Certificate/documents, on which he/she lays his/her claim for the post, whenever asked for by this office failing which his/her candidature shall be liable to be rejected at any later stage.

Candidates are advised to read the Instructions for filling up the application form carefully before submission of his/her form and ensure compliance thereof.

Help Line Nos. Jodhpur - 0291 - 2544195

Jaipur - 0141 - 2385086

(During office hours on working days only)

No T.A. /D.A. Shall be paid to the candidates for appearing in the test.

If the number of applications received is more than One hundred (100) times of the advertised vacancies, the short-listing of the applications shall be made.

The result of the test will be affixed on the Notice Board of this office and shall be communicated personally to successful candidates only. The result will also be uploaded on the official web site of Rajasthan High Court.

The date, time and venue of the test will be intimated to the candidates by way of uploading the information on our website only and will also be affixed on the Notice Board of Rajasthan High Court, Jodhpur and Jaipur.

The candidates are advised to submit their online application form upto 5.00 p.m. on 31.01.2013 and to ensure that the print out of the application form along with the Demand Draft of the fee should reach in the office of Registrar Examination, Rajasthan High Court, Jodhpur within 7 days from the last date of submission of application form. The Printouts of the application received thereafter may be rejected.

2/11/13

REGISTRAR EXAMINATION
RAJASTHAN HIGH COURT,
JODHPUR

No.I/A(iii)(a)(1)07/2011/ 64

Date: 09.01.2013

Copy forwarded to the following for information and necessary action:-

1. The Registrar (Admn.), Rajasthan High Court, Jodhpur/ Jaipur Bench, Jaipur
2. All District & Sessions Judges, Rajasthan.
3. The Director, Employment Exchange, Jodhpur/Jaipur.
4. The Public Relation Officer, Jodhpur/Jaipur with the request to publish it in public interest free of cost.
5. Notice Board, Rajasthan High Court, Jodhpur/Jaipur Bench, Jaipur.
6. D.I.O, N.I.C., Computer Cell, Rajasthan High Court, Jodhpur/ Jaipur to upload the notification on the website of Rajasthan High Court.

2/11/13

REGISTRAR EXAMINATION
RAJASTHAN HIGH COURT,
JODHPUR