

PATNA HIGH COURT, PATNA

NOTICE

No. 04/R&A Cell

Dated 13th April, 2022

Online applications are invited from eligible candidates for engagement to the post of "Personal Assistant" purely on contract basis in the Patna High Court, Patna for a period of six months under the terms and conditions as mentioned below :-

Number of posts	45 posts
Minimum Qualification/ Eligibility Condition	Graduation in any discipline from a recognised University/ Institution alongwith a Certificate of English Shorthand and English Typing having required minimum speed, from a recognised institution and a Diploma/ Certificate of at least six month's Course in Computer Application from a recognised institution on the last date of submission of online application.
Age Limit	18 to 37 years on the last date of submission of online application.
Remuneration	Rs. 30,000/- per month (consolidated) without any allowances during the contract period.
Tenure of engagement	Purely on short term contract basis initially for a period of Six months which may be extended as per the administrative exigency of the Court.
Mode of Selection	<p>English shorthand-computer typing test with speed of 80 words per minute and a separate test of English Computer Typing Test with a minimum speed of 40 words per minute and a Walk-in-Interview.</p> <p>Candidates successful in the English shorthand-computer typing test and English Computer Typing Test will be shortlisted for interview. The list of shortlisted candidates called for the interview shall be uploaded on the website of the Court.</p> <p>No T.A. will be paid for appearing in the test or interview.</p> <p>In the event of receipt of large number of applications, the High Court may, in its discretion, conduct screening test to shortlist the candidates.</p>
Examination Fee	No Fee
Other terms and conditions	<p>(i) The engagement would be purely on contractual basis, as aforesaid. It would give no right to the persons to claim permanent appointment on any post in the High Court.</p> <p>(ii) Engagement may be terminated without assigning</p>

	<p>any reason at any time during the subsistence of the contract by either party by giving one month's prior notice or on payment of one month's remuneration in lieu of notice.</p> <p>(iii) The Personal Assistants engaged on contract basis will be entitled to paid leave on all public holidays. In addition to the public holidays, they will be allowed two paid casual leave for every quarters of a year commencing from 1st of January of the year. They will not be allowed more than four days casual leave at a time.</p> <p>(iv) At the time of joining, the candidates will have to produce Medical Fitness certificate issued by a Civil Surgeon or a Medical Officer (not below the rank of a Deputy Superintendent of a Government hospital).</p> <p>(v) The candidates will have to submit an undertaking declaring that the applicant does not suffer from any disability/infirmity or any condition that might hinder discharging of their duties in the High Court.</p>
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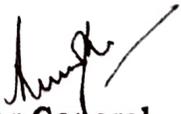
Willing candidates who meet the above mentioned criteria may apply online through the link provided on the official website i.e. www.patnahighcourt.gov.in only. The link shall remain active from 15.04.2022 to 05.05.2022. Any application submitted through any other mode or upon expiry of the stipulated period shall not be accepted.

Application once submitted successfully cannot be changed/ altered and no communication in this regard shall be entertained. Therefore, the candidates must check the correctness of filled in particulars before finally submitting the application form. A copy of the successfully submitted application form is required to be retained by the candidate.

Candidates are advised to keep visiting the website of the Court for further details and updates.

The High Court reserves the right to resolve and make any modifications as deemed fit in the aforementioned conditions in the interest of Court's administration.

By order of the Court


Registrar General