

ADVERTISEMENT FOR THE POST OF COURT MANAGER

Advertisement No. 03/2015

Online applications are invited from eligible candidates for recruitment to the post of Court Manager in Patna High Court and Civil Courts of Bihar on contract basis. The contractual appointments, at the first instance, would be for one year extendable upon satisfactory performance by another period of one year. If there be usefulness and satisfactory performance, they may, at the direction of the High Court, be considered for appointment on sanctioned post on permanent basis in the establishment of the High Court / Civil Courts as the case may be. The terms and conditions are as under:-

1. **No. of Posts** 2 (two) posts in Patna High Court and 35 (thirty five) posts in Civil Courts of Bihar. The candidates have to make separate application for recruitment to High Court and for the Civil Courts.

2. **Pay**
 - (a) Court Managers for High Court —
PB-4 (Rs. 37400- 67000) + GP Rs. 8700 and D.A. admissible from time-to-time.
 - (b) Court Managers for Civil Court —
Rs. 27700-770-33090 +D.A. admissible from time-to-time.
 - (c) Except minimum of the Basic Pay scale, Grade Pay (where applicable) and D.A. prevalent, the Court Managers will not be entitled to any other amount or allowances during the contract period.

3. **Eligibility Criteria** - The cut off date for the purpose of consideration of the eligibility of the applicant is 01.11.2015.

- (a) **Age** : Candidate must not be less than 28 years of age and not more than 40 years of age on the 1st day of November 2015;

- (b) **Qualification** : Candidate must have a degree in M.B.A. or equivalent with Human Resources / Personnel Management as the optional or as one of the Principal subjects, awarded by a recognized

university or an institution recognized by U.G.C./AICTE;

(c) Experience : Candidate applying for Patna High Court must have experience of at least two years and those applying for Civil Courts must have experience of at least one year in a reputed organization in the field of Office Management.

- 4. Selection** - The selection shall be made on the basis of performance in interview of the shortlisted candidates.
- 5. Examination Fee** - Rs. 500/- for General Category candidates and Rs. 250/- for reserved category candidates. The candidates are required to pay application fee online by following the link while filling up the form on website of the Court (www.patnahighcourt.bih.nic.in);
- i. Applications without prescribed fee would not be considered;
 - ii. Fee once paid shall not be refunded.
- 6. Nature of work** - The duties of Court Managers for the District Courts shall be to assist the District Judge in administrative duties including formulation of policy for better e-governance, disposal of cases and for efficient court management. For the High Court, they are expected to render similar services for assisting the court in the aforesaid matters under directions of the Registrar General / or the Court.
- 7. Other terms and conditions -**
- (i) The recruitment would be on contractual basis, as aforesaid. It would give no right to the persons to claim permanent appointment on any posts in the High Court or in the District Civil Courts.
 - (ii) Appointment may be terminated without assigning any reason at any time during the subsistence of the service contract by either party by giving one month's prior

notice or on payment of one month's remuneration in lieu of notice.

- (iii) The Court Managers 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. The Court Managers will not be allowed more than four days casual leave at a time.
- (iv) The reservation policy would be applicable as per the statutory provisions.
- (v) The other service conditions of the Court Managers shall be governed by such rules of attendance, leave etc. as prescribed in the terms and conditions for appointment as Court Manager as framed by the High Court or as might be prescribed from time-to-time by Hon'ble the Chief Justice, Patna High Court.

8. The shortlisted candidates called for the Interview shall be required to bring original and self attested copies of certificates and documents in support of the particulars mentioned in the application form. The candidates shall also be required to furnish following documents at the time of interview —

- (i) Matriculation Certificate/School Leaving Certificate showing date of birth;
- (ii) Good conduct certificate from the last employer;
- (iii) Self-declaration of criminal antecedent or pending criminal case, if any, on affidavit;
- (iv) Experience Certificate/s.

9. At the time of joining, the candidates will have to produce —

- (i) Medical Fitness certificate issued by a Civil Surgeon or a Medical Officer (not below the rank of a Deputy Superintendent of a Government hospital);
- (ii) Resignation acceptance and relieving order/certificate from the present employer within one month of reporting for duty/of joining.

10. In the event of receipt of large number of applications, the High Court may, in its discretion, conduct ONLINE screening test for short-listing the candidates to be called for interview. The list of short-listed candidates called for the interview shall be uploaded on the website of the Court. The candidates are advised to keep visiting the website of the court for details and updates regarding aforesaid recruitment process. Additionally, the shortlisted candidates for interview may be intimated by post also on the correspondence address mentioned in the online application form.
11. It is hereby made clear that all further or other steps in relation to such recruitment, as is not otherwise provided herein shall be taken / determined by the High Court.
12. The High Court shall have the power to make any relaxation in or exemption from the aforesaid terms and condition in the interest of Judiciary.
13. Candidates should satisfy themselves about their eligibility before applying for the post. The permission to appear in the Interview will not waive the right of the High Court to further verify the candidates' eligibility and other criteria for appointment, and it will be without prejudice to further scrutinize relevant papers etc. by the High Court at any stage during the selection process or thereafter.

14. How to apply -

Any person applying for both the posts must make separate applications. Application shall be filled up online (www.patnahighcourt.bih.nic.in) from **16.11.2015** to **06.12.2015** till 23:59 hours after which the link shall be disabled. However, the link shall remain available upto **10.12.2015** till 23:59 hours only for the purpose of uploading the scanned photograph, signature, declaration written in the handwriting of the candidate, filling in Bank reference number and obtaining the printout of the application form. The candidates are advised to keep a printout of the online filled in application form with themselves, and the same, alongwith all the required certificates, shall be requisitioned from the shortlisted candidates at the time of Interview.

- a. The candidates are advised to write the declaration mentioned below in their own handwriting in Black ink on a white sheet of paper, get it scanned for the purpose of uploading the same while filling up the form online - ***"I, do hereby declare that all the particulars given hereinabove are true and correct in all respects and if any part of it is found incorrect, this application shall be liable to be rejected summarily."***

- b. Candidates will have to upload their scanned colour photograph and signature (in Black ink). Accordingly, candidates are advised to scan their photograph, signature and declaration in the given format and save in a documentary file from where the photo, signature and hand written declaration in own handwriting so scanned can be browsed and uploaded.
- c. The candidates will be able to upload their scanned photograph, signature and declaration on the website of the Court only after 24 hours of making successful payment online. After filling up the necessary details, a candidate will have to press the 'submit button', after which, a registration number will be generated. Thereafter, candidate will have to make payment online by following the link on the website. The candidates are advised to note down bank reference number that will be generated after making online payment, which they shall be required to fill in the application form while finally submitting the same. After 24 hours of making successful payment, a candidate may visit the website of the Court again by entering his registration number and date of birth to finally submit the application form.

**Recruitment to the post of Court Manager
How to Apply**

	Candidates must apply online from 16.11.2015 to 06.12.2015 till 23:59 hours.
For Applying Online visit the “Recruitments” column on the left hand menu of Patna High Court Website (http://patnahighcourt.bih.nic.in)	
Instructions for Filling in the Online Application	
(i)	Please note that all the particulars mentioned in the online application including Name of the Candidate, Date of Birth, Address etc. will be considered as final and no modifications will be allowed after submitting the online application. Candidates are hence requested to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained and permissible.
(ii)	Candidates should carefully fill in the details in the online application at the appropriate places very carefully and click on the “SUBMIT” button at the end of the online Application format. Before pressing the “SUBMIT” button, Candidates are advised to verify every particular filled in the application. The name of the candidate or his/ her father/ husband etc. should be spelt correctly in the application as it appears in the certificates/ marks sheets. Any change/ alteration found at later stage may disqualify the candidature.
(iii)	After all the details are filled in and submitted, a Registration number will get generated. Thereafter, the candidate will have to make payment by following the link on the website of the Court. Only after 24 hours of making successful payment, the candidate may visit the website of the Court again, enter his registration number and date of birth, upload his scanned photograph, signature and declaration to finally submit the application form.
(iv)	The candidates are advised to take a printout of the finally submitted online application form, keep it with themselves, and the same alongwith relevant certificates shall be requisitioned from the shortlisted candidates at the time of interview.
(v)	Instructions for Photograph Image and Signature Image :- <u>PHOTOGRAPH IMAGE :</u> (a) The size of the file should be upto 40kb.

	<p>(b) Ensure that the size of the scanned image is not more than 40kb.</p> <p>(c) The image file should be JPEG or JPG format only.</p> <p>(d) Dimensions 200×230 pixels preferred.</p> <p><u>SIGNATURE IMAGE :</u></p> <p>(a) The size of the file should be upto 10kb.</p> <p>(b) Ensure that the size of the scanned image is not more than 10kb.</p> <p>(c) The image file should be JPEG or JPG format only.</p> <p>(d) Dimensions 140×60 pixels preferred.</p> <p><u>DECLARATION IMAGE :</u></p> <p>(a) The size of the file should be upto 50kb.</p> <p>(b) Ensure that the size of the scanned image is not more than 50kb.</p> <p>(c) The image file should be JPEG or JPG format only.</p>
(vi)	Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability/failure to log on the High Court's website on account of heavy load on internet/website.
(vii)	High Court does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Court.
(viii)	Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected.
(ix)	Any information submitted by an applicant in his/ her application will bind the candidate personally and if found to be false shall be liable for prosecution apart from consequences in civil law as may be deemed appropriate.
(x)	The candidates shall be required to submit such information and documents as may be required by the Patna High Court, Patna from time to time.

Date : 10.11.2015

By order of the Court
Registrar General