

HIGH COURT OF JHARKHAND AT RANCHI

ADVERTISEMENT NO. 02/2017 /APPTT.

Dated Ranchi the October 12, 2017.

No. 24. The High Court of Jharkhand has been pleased to invite application from eligible candidates to be submitted for filling up 03 (three) posts of Court Manager in the Civil Courts, **East Singhbhum at Jamshedpur, Hazaribag & Palamau at Daltonganj** in the State of Jharkhand purely on contractual basis. The Contractual appointment shall be initially for a term of one year, which may be extended upto 31st March, 2020 only provided that his/her services, performances, conducts & integrity towards this institution is satisfactory during the service.

Eligibility:-

1. A degree or advance diploma in General Management.
2. Five (5) years experience/training in System and Process Management.
3. Five (5) years experience/training in IT System Management, HR Management and Financial System Management.
4. Excellent people skills.
5. Excellent communication skills.
6. Excellent computer application skills.

Age:- Between 25 to 35 years for **Unreserved category**, 25 to 37 years for **EBC/BC**, 25 to 38 years for **Women Unreserved, EBC and BC** and 25 to 40 years for **Schedule Caste/ Schedule Tribe (Men and Women)**. The cut off date for calculating the age and experience is **October 1, 2017**.

Emoluments:-

The Court Manager shall be paid a consolidated amount of Rs. 50,000/- (fifty thousand) only per month.

General Information for filling up application form:-

1. Examination Fee: - Gen/OBC - **Rs. 1000/- (One Thousand) only** and for SC/ST **Rs. 800/- (Eight Hundred) only** must be paid through Demand Draft from a Nationalized Bank in favour of the Registrar General, Jharkhand High Court, Ranchi payable at Ranchi.
2. Candidates may submit application in prescribed format addressed to the Registrar General, High Court of Jharkhand, Ranchi – 834033 by Registered/Speed post. **The last date of receipt of applications is November 20, 2017.**
3. Details of information can be downloaded from the official website of Jharkhand High Court at **www.jharkhandhighcourt.nic.in**.
4. The candidate must paste a coloured Passport size photograph on the application form and all the candidate must enclose one additional passport size coloured photograph (mentioning name on back side of the photograph) and self addressed unstamped envelope (size 20x12 cm. Approx.)
5. Candidate must write their names and address on the back side of the Demand Draft.
6. Candidate must write – Advertisement No. 02/2017, “APPLICATION FOR THE POST OF COURT MANAGER” and their category- “GEN/OBC/SC/ST” on the envelope.

7. At the time of Personal Interview candidates have to bring their all original educational/ experience/ caste certificates as well as copies of the same duly attested by a Gazetted Officer, as mentioned in their application form.
8. Intimation to the short listed candidates called for Personal Interview be sent through post and the names of short listed candidates shall also be displayed at official website of High Court of Jharkhand.
9. No TA/DA shall be paid to the applicants for appearing in the Interview.

By Order,
Sd/- Ambuj Nath
Registrar General

