

HIGH COURT OF JUDICATURE AT PATNA

(ADVERTISEMENT FOR ENGAGEMENT AS HARDWARE TECHNICIAN)

Advt. No.- PHC/CC-01/2023

Dated: 11th September, 2023

Important Dates

Date for commencement of submission of online application : 15.09.2023
Last date for submission of online application : 30.09.2023
Last date for making online fee payment : 02.10.2023

Online Application are invited from eligible candidates for engagement on total fourteen (14) posts of Hardware Technician in Patna High Court, Patna purely on **contract basis** as per details below (*The contract shall be terminable during the contract period with one month notice by either of the parties without assigning any reason*):

1. Detail of Post:

Sl. No.	Name of the Post	Vacancies	Minimum Qualification & Experience	Consolidated remuneration / month
1.	Hardware Technician	14 (Fourteen) <i>The number of vacancies may increase or decrease as per discretion of the High Court of Judicature at Patna.</i>	B.Sc. (Computer Science) / B.Sc. (Electronics) / BCA/B.Sc. (IT) and equivalent. <u>Experience:</u> two (02) years in maintenance of Hardware.	Rs. 25,000/-p.m. <i>(Hardware Technician will not be entitled to any other amount or allowances during the contract period)</i>

*** The Cut-off date for attaining Minimum Qualification & Experience shall be 01.01.2023.**

***Note: Distribution of vacancies as per roster:**

Sl. No.	Category	Total number of posts	Horizontally reserved posts for women
1.	Unreserved	6	2
2.	Scheduled Castes (SC)	2	1
3.	Scheduled Tribes (ST)	0	0
4.	Extremely Backward Classes (EBC)	3	1
5.	Backward Classes (BC)	2	1
6.	Economically Weaker Sections (EWS)	1	0
	Total	14	5

* Out of total 14 posts, 01 (one) post shall be horizontally reserved for orthopedically handicapped (OH) candidates in their respective category.

Examination Fees:

Candidates are required to pay the fee in following manner :-

Sl. No.	Category	Amount
(i)	Unreserved/ BC/ EBC/ EWS Candidates	₹1100.00
(ii)	SC/ ST/ OH Candidates	₹550.00

- Note:-** (a) Payment of fee shall be accepted through online mode only.
(b) Application without prescribed fee shall not be considered.
(c) Examination Fee once paid shall not be refunded. No request for refund of fee once remitted by the candidate will be entertained under any circumstances.
(d) Concession of fee shall be provided to the SC/ST/OH candidates of Bihar only.
(e) Any kind of service, processing, transaction charges or any other amount charged by the bank for online transaction will be borne by the candidates.

2. Eligibility Criteria:

(i) Nationality .—A candidate for engagement in the Patna High Court must be-

- (a) A citizen of India, or
- (b) A Tibetan refugee who came over to India before 1st January, 1972 with the intention of permanently settling in India, or
- (c) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Tanzania (formerly Tanganyika) and Zambia with the intention of permanently settling in India.

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government.

Provided also that, if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and such a candidate can be retained in service after a period of one year only if he/she has acquired Indian citizenship.

Note - A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he may also be provisionally engaged subject to the necessary certificate being obtained by him or issued in his/her favour.

(ii) Character.—The character of a person must be such as to render suitable in all respect for the engagement. The decision of the competent Authority in this regard shall be final.

Note - Person terminated/ dismissed by the Government or by a Local Authority or a Corporation owned or controlled by the Government or convicted of serious offences (other than those punishable with only fine) by Court of law will be deemed to be ineligible for the engagement.

(iii) Marital status.—A male candidate who has more than one wife alive or a female candidate who has married a person already having a wife alive shall not be eligible for engagement as Hardware Technician.

(iv) Physical fitness.—No person shall be engaged in this Hon'ble Court unless he/she be in good mental and physical health and free from any physical defect likely to interfere with the efficient performance on his/ her official duties. Before a candidate is so engaged, he/she shall be required to produce a medical certificate of physical fitness issued under the signature of a Medical Officer (not below the rank of Deputy Superintendent of a Government Hospital) at the time of joining the post. Provided further that no person under orthopedically handicapped category shall be engaged unless he/ she be in good mental health and physically fit except to the extent of his disability.

3. Age limit:

A candidate must not be below 18 (eighteen) years as on 1st January, 2023.

a. The permissible **upper/maximum age limit** for different categories as on **1st January, 2023** shall be as follows:

Category	Maximum / Upper Age Limit
Unreserved & EWS (Male)	37 Years
Unreserved & EWS (Female)	40 Years
BC / EBC (Male & Female)	40 Years
SC/ST (Male & Female)	42 Years
OH (Locomotor) (UR/EWS/EBC/ BC/SC/ST)	47 Years

b. Upper age limit shall be relaxable by ten (10) years for Locomotor Disabled Candidates (Physically Handicapped).

c. Upper/Maximum age limit shall be relaxable by five (05) years for those in Central/ Bihar Government employment.

d. Age limit shall not apply to the candidates who are already working in the High Court including daily wage employees and/ or working through out-source or on contract in such capacity or those working in the Courts subordinate to the Court or placed on deputation.

e. Relaxation in upper/maximum age limit by virtue of their category shall be provided to the residents of Bihar only. Candidates will have to produce Domicile / Residential and applicable Category certificate at the time of document verification for availing such relaxation.

f. Candidates claiming Age relaxation in more than one category will be entitled to only one of the relaxation whichever is more beneficial to them.

4. **Tenure of Contract:**

Engagement on aforesaid posts will be made purely on contract basis initially for **SIX (06) months** which may be extended for further period (which shall be decided by Hon'ble High Court from time to time) depending upon the requirement and performance of incumbent after review. Regular review will be done to evaluate the satisfactory performance.

Provided that tenure of engagement may be extended, reduced and/or terminated before its expiry at the instance of Hon'ble the Chief Justice.

5. **Mode of Selection:**

Eligible shortlisted candidates will be required to appear in **an interview** on a particular date as notified on the Court's website or through Admit Card. Candidate must bring Original Mark sheets, Educational Certificates, Experience Certificate(s) and other relevant testimonials along with two colour Photographs at the time of 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 engagement process. No individual intimation shall be given to the candidate.**

List of candidates eligible for such engagement shall be published on the official website of Patna High Court [<https://patnahighcourt.gov.in>]. No individual intimation shall be given to the candidate.

6. **Reservation would be given in the following manner:**

i. Schedule Castes	:	16%
ii. Schedule Tribes	:	01%
iii. Extremely Backward Class	:	18%
iv. Backward Class	:	12%
v. Economically Weaker Section	:	10%

Horizontal Reservation :- 35% horizontal reservation to women candidates and **04%** horizontal reservation to Physically Handicapped candidates (locomotor disabled candidates only) shall be provided.

Note:

(i) If the applicant does not claim reservation in proper place of application form, he/she will not be given benefit of reservation. Benefit of reservation will be given to only those candidates who are permanent resident of Bihar. Candidates who are not permanent resident of Bihar will not be given reservation. At the time of Interview, certificate of permanent domicile of Bihar is to be furnished by the candidate for taking benefit of reservation.

After final submission of the application form, any request with regard to change of category shall not be entertained.

(ii) The posts reserved for women candidates under horizontal reservation category shall be filled up by male candidates of respective category if women candidates do not obtain the minimum cut-off marks fixed for them by the High Court or the number of women candidates is insufficient.

- (iii) The selected OH candidates shall be adjusted against their respective category.
- (iv) Benefits of caste based reservation shall be given only to the candidates who are domicile of Bihar subject to production of Domicile and Category Certificate issued by Competent Authority as recognized by Law or Relevant Rules of State of Bihar. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.
- (v) The candidate who fails to produce Domicile/Category Certificate shall not be entitled to the benefits of reservation. Such candidates shall be treated as General (Unreserved) category candidates. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.
- (vi) Candidates claiming reservation against SC/ST category shall be required to submit Domicile Certificate and their respective Category Certificate issued by the competent authority as and when asked for.
- (vii) Candidates seeking reservation under BC/EBC category shall have to produce Non-Creamy Layer Certificate in addition to the Domicile Certificate issued by the competent authority as and when asked for.
- (viii) Income and Asset Certificate issued by the competent authority for the Financial Year 2023-24 has to be produced by the candidates who claim reservation under Economically Weaker Sections (EWS) Category, failing which they shall be treated as General (Unreserved) Category candidate.
- (ix) Only such person would be eligible for reservation under Orthopedically Handicapped (OH) quota who is having not less than 40% (forty percent) of relevant disability. Applicants claiming benefit of reservation under Orthopedically Handicapped quota shall be required to submit a Disability Certificate issued by the Competent Authority as per the relevant rules as and when asked for.
- (x) There is no provision for Scribe or extra time in any part/stage of selection procedure for the Orthopedically Handicapped (OH) candidates.

7. Service conditions:

The service conditions shall be those as enunciated by the State of Bihar in terms of the resolution ["Sankalp"] dated 22.01.2021 (Memo No.-1003 dated 22.01.2021) of the General Administration Department, Government of Bihar regarding contractual employees.

8. Job description/Roles and responsibility:

- (i) Maintenance / repairing / Periodic health check up / support of Servers, SAN, Computer Systems, UPS, Printers, Scanners, LAN equipments including Switches and Routers, display units, Video Walls, Video Conferencing (VC) equipments etc. installed or kept in stock at Patna High Court /Residences of Hon'ble Judges / Residences of Officers of Registry etc.
- (ii) Maintenance of Laptop, Printers and other digital accessories provided to Judicial Officers of the State which are not covered under warranty or in case of physical damage / burn etc.
- (iii) Maintenance of Digital Stock Register of all the hardware items.

- (iv) Maintaining day to day digital call register of the calls attended, pending, disposed and action taken.
- (v) Maintenance of Server Room, UPS Room and other such IT related rooms.
- (vi) Visiting call sites as and when required.
- (vii) Any other work as and when assigned.

9. Other terms and conditions:

The engagement 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 Sub-ordinate Courts.

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 engagement, 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.

In case, it is detected at any stage that a candidate does not fulfill the eligibility criteria and/or has furnished incorrect information or suppressed any material information, his/her candidature/selection is liable to be cancelled.

This engagement or any further extension shall not entail any right to the candidate to claim permanent appointment or absorption of any nature whatsoever, to any post in the High Court.

The High Court reserves the right to bring about changes in the selection procedure of Examination.

10. RECEIPT OF ONLINE APPLICATION FORM:

Candidates must read carefully the **Detailed Advertisement, How to Apply Online Application Form (Annexure-I)** and **Image and Document upload Instructions (Annexure-II)** available on the official website of the Court before filling the Application Form online. Candidates not complying with the Instructions shall be summarily disqualified.

Willing candidates may apply online through the link provided on the official website i.e. <http://patnahighcourt.gov.in> only. Applicants are requested to keep their login details for further use and also keep visiting the website of Patna High Court for all related information/notices in connection with the matter.

The above mode is the only valid mode of application. Application form through any other mode shall not be accepted.

Date: 11th September, 2023

**Sd/-
Registrar General
Patna High Court**

HOW TO APPLY

Instructions for Filling the Online Application Form:-

1. Candidates are advised to read the “**Detailed Advertisement**” carefully prior to filling the online application form. The candidate must ensure that he/she has an active e-mail ID and Mobile number. The e-mail ID and the Mobile number are required to be preserved till publication of final result. The candidate must also ensure the availability of all the relevant documents/ certificates at the time of filling the online application form. Only one registration can be done using a **mobile number**. Candidates are advised to fill the details carefully while registering.
2. For Applying Online, visit the “**Recruitments**” tab in the column on the left hand menu of official website of Patna High Court (<https://patnahighcourt.gov.in>).
3. Click on the link “**Hardware Technician Engagement Exercise, 2023**”.
4. Click on “**Apply online**”.
5. Click on the link “**To Register**”.
6. On the registration page, a candidate is required to fill in his/ her Full Name, Date of Birth, Gender, Mobile Number and E-mail ID. **Prior to submission, the candidate must ensure that all the details filled in are correct in all aspect, as the data once submitted cannot be changed.** After verification of data and submission of OTP, **Registration number/ User ID** and **Password** will be generated and the same will be communicated by SMS/E-mail.
7. Thereafter, the candidate will have to Login by using **Registration number/ User ID** and **Password** shared via SMS/Email.
8. After login, form for detailed application will open where the data provided at the time of registration shall be visible in prefilled format and it cannot be altered.
9. At first, a candidate is required to fill in “**PERSONAL DETAILS**” and then click “save and next”.
10. Thereafter, the candidate is required to fill in “**ADDITIONAL DETAILS**” and then click “save and next”.
11. Thereafter, the candidate is required to fill in “**COMMUNICATION DETAILS**” and then click “save and next”.
12. Thereafter, the candidate is required to fill in “**QUALIFICATION & EXPERIENCE**” and then click “save and next”. (**Note:- In case of regular government employee, a**

NOC from the present employer would be required at the time of Document Verification/ Interview).

13. Thereafter, at “**DOCUMENT & PAYMENT**”, the candidate is required to upload the following documents :-
 - a) Scanned copy of recent passport size colour photograph.
 - b) Scanned signature.
 - c) Matriculation (10th) Certificate.
 - d) Matriculation (10th) Marksheet.
 - e) Essential Qualification/ Graduation (Degree) Certificate.
 - f) Essential Qualification/ Graduation (Degree) Marksheet.
 - g) Domicile Certificate, if applicable.
 - h) Caste/ Category Certificate, if applicable.
 - i) Other relevant documents, if any.
14. Instructions to upload photograph and Signature:
 - a) Size of the image should be minimum of 50 KB and maximum 80 KB.
 - b) Image should be in JPG or JPEG format.
15. Instructions to upload required Documents/Certificates:
 - a) Size of the document should be minimum of 100 KB and maximum 300KB.
 - b) Document should be only in JPG, JPEG or PDF format.
16. Uploaded photograph and signature (in running hand) must be clearly identifiable / visible, otherwise application of the candidate is liable to be rejected by the High Court and no representation from the candidate will be entertained by the High Court in this regard. The candidate should scan his photograph and specimen signature in JPG/JPEG format.
17. The photograph of the candidate must contain his full face, both ears, neck in frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. Make sure that the picture is in colour, taken against a light-coloured, preferably white, background. If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Caps, hats, sunglasses and dark glasses are not acceptable. Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.

18. **The applicant has to sign on white paper with Black pen in running hand.** The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the engagement exercise. If at any stage of engagement exercise, the Candidate's signature does not match the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.
19. After all details are filled in the Application Form, candidate has to submit the Application Form. Prior to submission, candidate must preview the application form and ensure that all the details filled in are correct in all aspect and then proceed to submit the same. **After final submission, no change/ alteration are allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification.**
20. Thereafter, candidate will be redirected to **Payment Page**. **Only after making a successful payment the Application Form will be considered finally submitted and processed further.**
21. The candidates must take printout of the finally submitted online application form and retain the same along with relevant uploaded documents for production after qualifying the examination.
22. Candidates are advised to apply 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/Server. The High Court shall 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.
23. 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 summarily rejected.

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**IMAGE UPLOAD INSTRUCTIONS**

The candidate shall be required to upload recent Passport Size (dimension 3.5 cm x 4.5 cm) Colour scanned Photograph, scanned Signature and scanned Documents as per the following instructions:-

| Type of Documents | Permissible File Type | Permissible File Size |
|-------------------|-----------------------|-----------------------|
| Photograph        | JPG/ JPEG             | 50 KB – 80 KB         |
| Signature         | JPG/ JPEG             | 50 KB – 80 KB         |
| Other Documents   | JPG/ JPEG/ PDF        | 100 KB – 300 KB       |

**Note:-**

1. The Scanner dpi should be 200.
2. **Uploaded photograph and signature (in running hand) must be clearly identifiable / visible; otherwise application of the candidate is liable to be rejected and no representation will be entertained in this regard.**
3. The photograph of the candidate must contain his full face, both ears and neck, in frontal view with a neutral, non-smiling expression and with open eyes directed at the camera. **Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.** If the picture is taken on a sunny day, the Sun should be behind the candidate, or the candidate should place himself in the shade, so that the candidate is not squinting and there are no harsh shadows. If flash is used, it must be ensured that there is no "red-eye". Photographs with caps, hats, sunglasses and dark glasses must not be uploaded. Religious headwear is allowed but it must not cover the face. If candidates wear power glasses, it must be ensured that there are no reflections and the eyes can be clearly seen.
4. **The applicant has to sign on white paper with Black pen in running hand.** The signature must be signed only by the candidate and not by any other person. The Signature will be used for the purpose of verification during the engagement exercise. If at any stage of engagement exercise, the Candidate's signature does not match the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.
5. The applicant has to upload clear scanned documents. The image should be scanned from the original documents for uploading. Scan of photocopy of documents/ documents downloaded from website will not be accepted.

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