

"ADVERTISEMENT"
HIGH COURT OF CHHATTISGARH, BILASPUR

Advertisement No. 06/2023	Last date of receipt of application 30/10/2023 till 5:00 P.M.
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Applications are invited in prescribed proforma for recruitment to the posts of "Data Entry Operator" from eligible candidates having qualifications as mentioned below.

DATA ENTRY OPERATOR - (Level-6 of Pay Matrix) (25300-80500)

Total No. of posts – 08

Category	Number of posts	Qualification
UR	05 (Including 01 for Women)	Working knowledge of Unix/Open Source Software/Windows NT/with the following educational qualifications.
SC	02	(i) Educational qualification: At least second class bachelor degree from a recognized University in Computer Science or related subject; or
OBC	01	Second class bachelor degree from any recognized University with PGDCA from any recognized University; or Second class bachelor degree from a recognized University with 'O' level course from DOE.
		(ii) Desirable Experience: Working knowledge of Operating Systems and Office application suites.
		(iii) Knowledge of Hindi and English typing (Preference will be given to those candidates who have passed typewriting examination in Hindi and English language from any recognized board)
Total	08 posts	

Note:-1. The number of posts may increase or decrease and the number of reserved posts may also vary at any time. This advertisement/recruitment and appointment shall be subject to final outcome of the S.L.P. (C) No. 19668/2022 of Supreme Court of India?

2. The posts reserved for SC, ST & OBC are reserved only for SC, ST & OBC who are the bonafide residents of Chhattisgarh State. The applicants who are bonafide residents of other state & recognized as SC, ST & OBC in their own states, will be considered only against the UR posts.
3. The candidates belonging to OBC should not be in the creamy layer.
4. Reservation shall be given to the women candidates, only who are local residents of State of Chhattisgarh.

Other Conditions:-

- (a.) he is a citizen of India.

- (b.) he has attained minimum age of 21 years and has not attained maximum age of 30 years (in case of bonafide resident of Chhattisgarh 40 years) on **01.01.2023.**

Provided that the upper age limit shall be relaxable upto a maximum limit of 5 years for the candidates belonging to Scheduled Caste, Scheduled Tribe and other Backward Classes of Chhattisgarh State.

Provided that the upper age limit shall be relaxable upto a maximum limit of 10 years for women candidates, only who are local residents of State of Chhattisgarh.

Provided further that the upper age limit of candidates who are Government servants whether permanent or temporary, shall be relaxable upto further 5 years in addition to the relaxations available as above.

Provided further that age relaxation will be given to the Physically Disabled Persons (Divyang Persons) as per Government of Chhattisgarh, GAD circular dated 27.09.2014.

Including all the relaxation as mentioned above, the maximum age should not exceed to 45 years.

- (c.) he has good character and is of sound mind and body and free from any bodily or mental defect which renders him unfit for such appointment.
- (d.) he has not more than one spouse living.
- (e.) he has not been dismissed or removed from service by any High Court, Government or Statutory Authority or Local Authority.
- (f.) he has not been convicted of any offence involving moral turpitude, or has not been permanently debarred or disqualified by any High Court or Union Public Service Commission or State Public Service Commissions or any Services Selection Board or Staff Selection Commission.
- (g.) Candidates claiming reserved category (SC/ST/OBC) shall submit their permanent Caste Certificate duly issued by competent authority only along-with certificate of resident of Chhattisgarh, otherwise they will be treated under Unreserved Category. The reserved candidates shall submit self attested copy of their permanent Caste Certificate along-with the application.
- (h.) Reserved candidates (SC/ST/OBC) are required to submit an affidavit at the time of their joining in the proforma prescribed by the State Government with their memo dated 29.06.2013 failing which their appointment shall be cancelled.
- (i.) He/she must possess the requisite qualification prescribed for the said advertised post on or before the last date of receipt of application.

- (j.) The application **strictly** in prescribed proforma (In **A-4** size paper) must reach **the Registrar General, High Court of Chhattisgarh, Bodri, Bilaspur (C.G.) Pin – 495 220 by Registered Post/ Speed Post only** along with self attested copies of testimonials/certificates regarding age, Caste, bonafide resident, qualification etc. and self attested passport size photograph affixed at the place provided failing which the application shall be summarily rejected without any further communication. The applications completed in all respect along-with the enclosures will be accepted **till 5.00 P.M. of 30/10/2023**. Application received thereafter, will not be entertained. Registry will not be responsible for any postal delay.
- (k.) The applications received other than in the prescribed proforma shall not be accepted.
- (l.) The persons already in service must send their application through proper channel **or** along-with NOC of their employer issued after publication of this advertisement, otherwise, their applications shall be rejected. Further, such application be sent to the undersigned in such a manner so that it should reach the undersigned, on or before last date of receipt of application.
- (m.) The envelope containing application should be superscribed in bold Capital letters **"APPLICATION FOR THE POST OF "DATA ENTRY OPERATOR"**.
- (n.) The Competent Authority reserves the right to reject all or any application without communicating any reason to the applicant. **The Competent Authority further reserves the right of fixing cut off marks for educational/ professional qualification for deciding candidature during scrutiny of the application forms or at any stage of the recruitment/examination process.**
- (o.) Unsigned applications shall be rejected summarily and no correspondence in this regard shall be entertained.
- (p.) List of eligible and non-eligible candidates will be displayed in the website of this High Court after completion of scrutiny of applications.
- (q.) The date of Written test & Skill Test will be informed separately by uploading the same in the website of this High Court and by way of Notification in local News Papers.
- (r.) The Admit Cards/Call Letters will be uploaded in the website of this High Court only and it will not be sent by any other mode. The candidates have to download it and may appear in the written test and skill test accordingly.

(s.) No TA/DA will be admissible to any candidate for appearing in any of the tests.

(t.) **Selection Process:-**

The selection shall be made on the basis of Examination. The examination shall be conducted in Two Phases.

Phase -I Written Test and

Phase -II Skill Test -

Phase-I – Written Test :-

The written test shall be consisting of 50 questions of Multiple Choice Questions containing maximum 50 marks i.e. 01 No. for each question. The MCQ will consist of – Unix/Open Source Software/Windows NT/Operating Systems/other Computer knowledge/ English Language/ General Knowledge/ reasoning etc.

There shall be no minus (-) marking. To qualify the said test, the candidate has to secure minimum 20 marks.

The candidates who qualify in the said screening test will be called for Phase-II (Skill Test).

Phase-II Skill Test:-

Phase-II consists of Hindi & English Typing Test-

Skill Test shall be consisting of maximum 50 marks as follows;

Computer Typing Test of Hindi @ 250 words in 10 minutes.	25 marks
Computer Typing Test of English @ 300 words in 10 minutes.	25 marks

The Typing Test will be conducted in Ubuntu Linux–Libreoffice–Unicode Font. **1/2 mark** to be deducted for each mistake.

To qualify this test, the candidate has to secure minimum 10 marks in each typing test out of 25.

The merit list of qualified candidates will be prepared on the basis of marks obtained by them in **Phase-I & Phase-II examination i.e. Written Test & Skill Test.**

(u.) If two or more candidates secure equal marks, then preference will be given to those candidates who have passed the Typewriting examination in Hindi and English language from any recognized board. If they also passed the said typewriting examination, then the candidate born earlier will be placed above.

(v.) The selected candidates after their joining, will be kept on probation for the period as mentioned in rules.

- (w.) The records of recruitment examination shall be liable to be eliminated after six months of declaration of result of selection and thereafter no application for certified copy or inspection of documents related to selection process, shall be entertained under R.T.I. Act.

If above mentioned conditions are acceptable then only the candidate should apply for the said post.

For further details visit our website at : <https://highcourt.cg.gov.in/>

Sd/-
Registrar General

PROFORMA OF APPLICATION FOR THE POST OF
"DATA ENTRY OPERATOR"

1. Full Name of the applicant
(In Hindi) :

(BLOCK Letters in English) :

Affix self
attested recent
passport size
photograph

2. Father's/Husband's Name

(In Hindi) :

(BLOCK Letters in English) :

(As per educational qualification of 10th / 12th)

3. Date of Birth (In English in Words) :

(In English in figure) :

4. Age as on **01/01/2023**

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5. Sex -

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(mention code 1 for Male 2 for Female & 3 for Third Gender)

6. Whether, resident of Chhattisgarh - Yes / No

(If yes, enclose the attested copy of resident certificate issued by the competent authority.)

7. Educational qualification :

S. No.	Name of Exam.	Board/ University	Year of passing	Div./%/Aggri.
1.	10th			
2.	12th			
3.	Graduation			
4.	Post Graduation			
5.	Computer			
6.	Other			

8. Experience (if any) : Yes/ No
[If yes, attach certificate(s)]

9. Whether : (please tick whichever is applicable)

SC	ST	OBC	UNRESERVED
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(In case of SC/ST/OBC, enclose the attested copy of permanent Caste Certificate issued by the competent authority.)

10. Postal address :

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:

11. Permanent address :

:

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12. E-mail :

13. Whether, Physically Disabled : Yes/ No

If Yes, mention type and percentage of Disability :

(Attach certificate issued by competent authority).

14. Whether, the candidate is serving in : Yes / No

govt./semi govt. organization

(If yes, application must be sent through proper channel

or accompanied by No Objection Certificate of the department

concerned, issued after publication of this advertisement)

15. List of enclosures :-

1. 2. 3.

4. 5.

(Signature of Applicant)

DECLARATION

I, the above-named applicant, do here declare that the statements made in this application are true, complete and correct to the best of my personal knowledge and belief and that I have not suppressed any material fact. If at any time, either during the course of recruitment or after joining services, it is discovered that any of the information furnished is incorrect or any material fact was suppressed, my candidature shall be liable to be rejected/ services shall be liable to be terminated, as the case may be.

(Signature of Applicant)

Place:

Date: