

Office of the Advocate General, Bihar
High Court, Patna.

Employment-Notice

Application is invited for the Engagement of English Stenographer in the establishment of Advocate General, Bihar High Court, Patna against the Sanctioned post on Contractual basis on fixed monthly remuneration of ₹30,000/- (Thirty Thousand) only.

1. No. of Vacant Posts - 14
2. Reservation for different category & upper age limit :-

Unreserved (UR) -	06 Post.....	37 yrs
Scheduled Caste (SC) -	01 post	42 yrs
Scheduled Tribe (ST) -	01 post	42 yrs
Extremely Backward Class (EBC) -	01 post.....	40 yrs
Backward Class (BC) -	02 post.....	40 yrs
Women of Backward Class (WBC) -	01 post	40 yrs
EWS -	02 Post.....	37 yrs
- NB - (i) Maximum age limit for women of unreserved category shall be 40 years.
(ii) Age shall be reckoned on 01-04-2024 and upper age limit would be counted accordingly.
(iii) Apart from above, It's made clear that reservation shall be applicable as per Govt. Rules/Orders and Policies issued time to time.
3. Educational Qualification : Graduate in any discipline from recognised University with knowledge of computer application.
4. English Shorthand speed : 100 words per minute. English typing speed : 40 words per minute on computer Keyboard.
5. Application should be neatly typed containing following informations :
 - (i) Name of the Candidate :
 - (ii) Father's/Husband's Name :
 - (iii) Address for Correspondence :
 - (iv) Permanent Address :
 - (v) Date of Birth :
 - (vi) Age as on 01-04-2024 : Years..... Months..... Days
 - (vii) Nationality :
 - (viii) Educational Qualification including certificate of English Stenography and Computer Typing :
 - (ix) Whether SC/ST/BC/EBC/WBC/EWS (please specify the category and attach proof) :
 - (x) Differently abled (Please specify the category) :
(attach proof thereof)
 - (xi) Whether applicant is a grand daughter/grand son of freedom fighter. : Yes/No
(attach proof thereof)
 - (xii) Working Experience (if any) :

Signature of the Candidates

6. **Other conditions :**
 1. The engagement will be purely contractual for 11 months and it may be extended time to time if the work is found satisfactory. Service can be terminated at any time if it is found unsatisfactory
 2. One self attested passport size photograph should be affixed on the application form.
 3. Attested copy of all the certificates including the educational Qualifications from matriculation onwards. Caste Certificate (for SC/ST candidates), Creamy Layer Certificate (for EBC/BC/WBC candidates) and Income certificate for EWS Category, experience certificate and certificate in the Stenography from institution recognized by the state Govt. or the central govt. must be enclosed with the application form and 2 (Two) self addressed envelope with proper stamp should be enclosed with the application.
 4. The last date of the receipt of the application form addressed to the Advocate General, Bihar, High Court, Patna-800028 through registered post/speed post is within 15 days from the date of the publication of the notice in the newspaper.
 5. Incomplete application or application received after expiry of the last date even due to postal Delay Would not be entertained.
 6. At the time of Stenography Test/interview/Interaction all original certificates must be produced for Verification.
 7. No TA/DA will be admissible to appear in Stenography test/Interview/Interaction.
 8. Decision with regard to candidatureship : All rights are reserved to A.G. Bihar. His decision thereon shall be final.

23/05/24

O/c

By order of the Advocate General, Bihar
(Yogendra Prasad Sinha)
AAG-7
Office-In-Charge