

**"ADVERTISEMENT"**  
**HIGH COURT OF CHHATTISGARH, BILASPUR**

<b>Advertisement No. 08/2023</b>	<b>Last date of receipt of application 31.10.2023 till 5:00 P.M.</b>
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Applications are invited in prescribed proforma for recruitment to the post of Stenographer from eligible candidates having qualifications as mentioned below.

**Stenographer - (Level-9 of Pay Matrix) (38100-120400)**

**Total No. of posts – 01**

Category	Number of post	Qualification
UR	01 (Divyang)	Must be a Graduate from any recognised university and; Must have passed Shorthand Examination and Typewriting examination in English from any recognized University/ Board/ recognised Board of shorthand and typewriting examination /from recognised I.T.I. @ 80 words per minute and 30 words per minute respectively.
<b>Total</b>	<b>01 post</b>	

**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 candidates who are Physically Disabled (Divyang) with less than 40% disability shall not be considered under Physically Disabled (Divyang) Category.

**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 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 C.G. 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.) He/she must possess the requisite qualification prescribed for the said advertised post on or before the last date of receipt of application.
- (h.) The application **strictly** in prescribed proforma (Typed 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, experience certificate (if any), etc. and self attested passport size photograph affixed at the place provided. The applications completed in all respect along-with the enclosures will be accepted **till 5.00 P.M. of 31.10.2023.** Application received thereafter, will not be entertained. Registry will not be responsible for any postal delay.
- (i.) The applications received other than in the prescribed proforma shall not be accepted.
- (j.) The candidates for the post of Stenographer should submit the certificate of passing Shorthand Examination and Typewriting Examination in English from any recognized University/ Board/ recognised Board of shorthand and typewriting examination at the rate of **80 words per minute and 30 words per minute** respectively specifically mentioning therein the speed with language.
- (k.) The candidates should ensure that in the certificate submitted by them along-with application, the speed of Shorthand / Typewriting and the language of Typing & Shorthand they have passed must be mentioned. If, the same is not mentioned in such certificate, they have to submit a certificate issued by said Institution (which is duly recognised by University/ Board/ Recognised Board of Shorthand & Typewriting Examination) as per Annexure-A, failing which, such application shall be rejected summarily and no further correspondence shall be entertained in this regard.
- (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 STENOGRAPHER"**.
- (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.) There shall be **Written Test (M.C.Q.) & Skill Test** for recruitment to the post of Stenographer. The examination scheme for recruitment to the said post is as below.

The examination shall be conducted in two phases, namely:

- Phase-I : Written Test  
Phase-II : Skill Test (Shorthand Speed Test)

### **Phase-I (Multiple Choice Question)**

**Phase-I :-** The written test (M.C.Q.) will be consisting of Multiple Choice Question containing maximum 100 marks. The questions will be consisting of – English Language, Vocabulary, Making sentence, Grammar, Computer application, Current Affairs and reasoning aptitude. There shall be no Minus (-) Marking. To qualify the said test (written test), the candidate has to secure minimum 40% marks.

The candidates who qualify in Phase-I Test (written test – M.C.Q.) will only be called for Phase-II (Skill Test).

### **Phase-II (Skill Test)**

#### **Shorthand Speed Test for the post of Stenographer**

<b>Total marks for Skill test [Shorthand (English) Speed Test]</b>	<b>100 Marks</b>
Marks to be deducted for each mistake	01 Marks
Duration for dictation of passage of 400 words	05 Minutes
Duration for transcription on Computer (Open Source Operating System (Ubuntu) with Word Processor Libre Office).	30 Minutes

The candidates shall have to secure minimum 40% marks in Skill Test for qualifying the Skill test. The select list will be prepared only on the basis of marks obtained in skill test and the marks obtained in written test (M.C.Q.) will not be considered for preparation of Merit List/Select List.

- (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 and 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/ interview.
- (t.) The selected candidates after their joining, will be kept in probation for a period as per rules prescribed by the State Government for the members of the State Government Service.
- (u.) 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.
- (v.) Unsigned applications shall be rejected and no correspondence in this regard shall be entertained.

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

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

**Sd/-**  
**(Arvind Kumar Verma)**  
Registrar General

**PROFORMA OF APPLICATION FOR THE POST OF "STENOGRAPHER"**

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) : .....

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

(In English in figure) : .....

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

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**Y M D**

5. Sex -

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

6. Whether, bonafide resident of Chhattisgarh - Yes / No  
(If yes, enclose the attested copy of bonafide resident certificate issued by the competent authority.)

7. Educational qualification :

S. No.	Name of Exam.	Board/ University	Year of passing	Div./%/age/ Speed w.p.m.
1.	10th			
2.	12th			
3.	Graduation			
4.	Post Graduation			
5.	English Shorthand			
6.	English Typing			
7.	Other			

In case speed of Shorthand & Typewriting has not been mentioned in the certificates, the candidate has to furnish the certificate as mentioned in Annexure-A of this advertisement.

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

9. Whether : (please tick whichever is applicable )

SC	ST	OBC	UNRESERVED

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

10. Postal address : .....

: .....

: .....

11. Permanent address : .....

: .....

: .....

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:

**Annexure -A****To whomsoever it may concern**

This is to certify that this institution (name of the institution) ..... is recognized by.....(name of University/ Board/ recognised Board of Shorthand & Typewriting Examination) and .....(name of the applicant) has passed the English Shorthand examination @..... w.p.m., English Typing Examination @ .....w.p.m.

Name & Signature with seal  
(Head of the Institution)

(The signing authority should ensure that their institution must be recognised by University/Board/recognised Board of Shorthand & Typewriting Examination).