

**"ADVERTISEMENT"**  
**HIGH COURT OF CHHATTISGARH, BILASPUR**  
**Advertisement No. 05/2023 dated 23/09/2023.**

Applications are invited in prescribed proforma for recruitment to the posts of "**Court Manager**" from eligible candidates having qualifications as mentioned below.

**Court Manager - Level-11 of Pay Matrix (49100-155800)**

**Total No. of posts - 14**

Category	Number of posts
UR	07 (Including 02 for Women)
SC	02
ST	04 (Including 01 for Women)
OBC	01
<b>Total</b>	<b>14</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 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.

**Qualification:-**

The candidate must have the following qualifications:-

- (i) A Bachelor Degree with Masters in Business Administration or Advanced Diploma in General Management from a UGC recognized University or Institution in India.
- (ii) 5(five) years experience/training in systems and process management or 5(five) years experience/training in I.T. Systems Management/Human Resources management/Financial Management.
- (iii) Excellent communication skills in Hindi, English and official languages of the State of Chhattisgarh.
- (iv) Excellent Social skills.
- (v) Excellent computer application skills and
- (vi) Preference will be given to Candidates having qualification and experience in the field of Law.

**Other Conditions:-**

- (a.) he/she is a citizen of India.
- (b.) he/she 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.

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

- (c.) he/she has good character and is of sound mind and body and free from any bodily or mental defect which renders him/her unfit for such appointment.
- (d.) he/she has not more than one spouse living.
- (e.) he/she has not been dismissed or removed from service by any High Court, Government or Statutory Authority or Local Authority.
- (f.) he/she 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, 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 posts on or before the last date of receipt of application.
- (j.) The application **strictly** in prescribed proforma (In size [A-4] paper) must reach **the Registrar General, High Court of Chhattisgarh, Bodri, Bilaspur (C.G.) by Registered Post/**

**Speed Post only** along with self attested copies of testimonials/certificates regarding age, Caste, 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 19.10.2023**. Application received thereafter, will not be entertained.

- (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.

**One envelope should contain only one application.**

**The envelop containing application should be superscribed in bold Capital letters "APPLICATION FOR THE POST OF "COURT MANAGER".**

- (m.) 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 and the decision of the authority will be final.

**Instruction / Information for filling the application form.**

Application form for the post of Court Manager is available in the website i.e. **<https://highcourt.cg.gov.in>**

(a) The bonafide residents of Chhattisgarh belonging to Scheduled Caste, Scheduled Tribe or Other Backward Classes should specify their category in the application form.

(b) Applications should be:-

(i.) duly filled in and signed,

(ii.) with 1 photograph on application form, 1 in Identity Sheet and 2 extra stapled at the space provided on the application. Photographs should be recent and identical,

(iii.) with self attested copies of:

· 10<sup>th</sup> & 12<sup>th</sup> marksheet,

- Graduation Certificate or marksheets,
- Degree/marksheet of MBA or
- Advance Diploma in General Management,
- Experience Certificate,
- Any other Certificate of qualifications as required.

Application form should be submitted in a 14" X 10" sized envelope and "**APPLICATION FOR THE POST OF 'COURT MANAGER' WITH ADVT. NO. 05/2023**" must be written on top of the address.

**Selection Procedure :-**

(i) There shall be a written examination and interview. The date of same will be intimated separately by publishing it in the website of this High Court.

**Written Examination** - The question paper for written examination shall be of 150 marks consisting of 150 objective type questions having multiple options i.e. Management/ English/ Computer/Reasoning/Current Affairs etc., to select the one correct answer. The duration of written examination shall be 02 hours. There shall be Minus (-) marking and ¼ mark will be deducted for each wrong answer. To qualify the said examination, the UR & OBC candidates have to secure minimum 60% marks and ST & SC candidates have to secure minimum 50% marks.

**Interview** – The Interview shall be of 15 marks. If higher number of eligible candidates are found, 1:3 candidates will be called for Interview. The merit list shall be prepared on the basis of the marks aggregate obtained in written examination and interview.

(ii) The selection Committee shall prepare the list of selected candidates in the order of merit after holding appropriate examination. The names of selected candidates shall be recommended to the Chief Justice for appointment.

(iii) A candidate selected for appointment shall be required to undergo medical examination of physical fitness by a Medical Board before he/she is appointed. Every candidate who appears before medical board shall pay the Medical Examination fee which in no case shall be refundable.

(iv) Selected candidates may be posted in High Court **or** in different District Courts Establishments **or** Commercial Court as per requirement and decision of the Committee.

**Admit-card/Call letter:-**

Admit card/Call letter will be made available only on the website of our High Court i.e. <https://highcourt.cg.gov.in>. Candidates can download & print the same from our website.

**Incomplete application or false information :-**

(a) The application shall be summarily rejected if it is found to be deficient in any respect or/and is not accompanied by the requisite documents as mentioned above.

(b) If any of the particulars furnished in application and enclosures are found to be false within the knowledge of the candidate or if the candidate is found to have willfully suppressed any material fact, he/she, if appointed, shall be liable to be dismissed from service.

(c) The candidates are required to fill in the application form with correct and complete information carefully as per the directions given in the advertisement. If any incomplete or false information is given, the candidate shall be responsible and on the basis of the false and incomplete information, the application shall be rejected at any stage of the selection without giving any prior notice.

**Note :-** The candidates remaining absent at any stage of the examination/interview shall be disqualified for the selection.

## APPLICATION-FORM

(Must be Computer Printed or downloaded in A4 Size paper)

**HIGH COURT OF CHHATTISGARH, BILASPUR****APPLICATION FOR THE POST OF COURT MANAGER**

Roll No. ....

(For office use only)

Affix self  
attested recent  
passport size  
Photograph  
here don't  
staple or pin

Place for Signature

Place for Thumb Impression

(Left Thumb for Male/Right Thumb for Female)

1. Full name in Block Letters :.....
2. Father's/Husband's Name :.....  
(As per educational qualification of 10<sup>th</sup> / 12<sup>th</sup>)
3. Category (UR/SC/ST/OBC) :.....
4. Sex (Male/Female/Third Gender) :.....
5. Whether Domicile of State of :.....  
Chhattisgarh, (if yes, submit domicile certificate).
6. Address for Correspondence :.....  
:.....  
:.....  
:.....
7. Contact No./Tel. No. :.....
8. Permanent Address :.....  
:.....  
:.....  
:.....
9. Date of Birth :.....
10. Age as on 01.01.2023 :Year.....Month ..... Day.....
11. Year of securing M.B.A. or :.....

Advance Diploma in General Management.

12. The number of years of experience/training in System and Process Management or experience/training in I.T. Systems Management/Human Resources Management/Financial Management. :.....
13. (a) Have you ever been arrested? .....
- (b) Have you ever been prosecuted? .....
- (c) Have you ever been kept under detained? .....
- (d) Have you ever been bound down? .....
- (e) Have you ever been fined by a Court of law? .....
- (f) Have you ever been debarred from any Examination or rusticated by any University or any other educational authority/Institution? .....
- (g) Have you ever been debarred/disqualified by any High Court or UPPSC or State Public Service Commissions or any services selection board or Staff Selection Commission from appearing at its Examination/selection? .....
- (h) Is any case pending against you in any court of law at the time of filling up this application form? .....
- (i) Is any case pending against you in any University or any other educational authority/ Institution at the time of filling up this application form? .....
- (j) Whether you were ever convicted by a Criminal Court? .....

(If so, when, for what offence and by which Court)

**Note:- All queries from 13 (a) to 13 (j) above must be answered specifically in "Yes" or "No" compulsorily.**

14. Whether, the candidate is under financial debt?  
If so, to whom and to what extent? .....
15. Details of Educational qualifications :-

S. No.	Name of Exam	Board/University	Year of Passing	% of Marks
1.	High School			
2.	Higher Secondary			

3.	Graduation			
4.	Post Graduation			
5.	M.B.A. or Advance Diploma in General Management			
6.	LL.B.			
7.	Any other Qualification			

### **DECLARATION**

I, the above-named applicant, do here declare that the statements made in this application are true, complete and correct to 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.

Place.....

Date .....

.....

Signature of the candidate

### **Enclosures :-**

- |    |    |
|----|----|
| 1. | 2. |
| 3. | 4. |
| 5. | 6. |

Space for extra photographs  
(to be stapled)

Note:- Please do not paste the  
photograph

Space for extra photographs  
(to be stapled)

Note:- Please do not paste the  
photograph



**INSTRUCTIONS FOR CANDIDATES**

1. Please read all the instructions cautiously mentioned in the advertisement relating to this examination. Do not provide wrong or incomplete information.
2. Application format must be downloaded or computer printed in A4 size paper.
3. All the columns of the application must be filled by the applicant in his/her own hand writing.
4. Photograph should be affixed in appropriate place on the Application Form & Identity-Sheet. Name and address of the candidate must be written on the back of all the four photographs.
5. Scheduled Caste, Scheduled Tribe and Other Backward Classes who are bonafide residents of Chhattisgarh state shall only be entitled for getting benefit of reservation. The candidates of other states shall be treated as unreserved candidate.
6. Candidates of SC, ST, OBC should make sure that the Caste Certificate attached is valid in all respects.
7. Application form should be filed in English BLOCK LETTERS only in **Blue or Black ink.**
8. Photograph should be affixed and attached in appropriate place.
9. For age relaxation attested copy of caste certificate must be attached.
10. Application form should be accompanied with duly attested copies of marks sheets of High School, Higher Secondary, Graduation, Management qualification, Caste certificate, Domicile Certificate and other necessary Certificates.
11. Experience/training in System and Process Management or experience/training in I.T. Systems Management/ Human Resources Management/ Financial Management must be enclosed.
12. Do not fold the application form and testimonials, certificates etc.
13. Use 14 X 10 Inch size envelope for sending the application form.
14. Application form and documents must be arranged in following order:-
  1. Application form
  2. Identity sheet
  3. Testimonials etc.
  4. Experience Certificate
15. Chhattisgarh High Court Services (Appointment, Conditions of Service and Conduct), Rules, 2017 may be referred to in the website **<https://highcourt.cg.gov.in>** while filling the application form.

**HIGH COURT OF CHHATTISGARH, BILASPUR**  
**IDENTITY SHEET**  
**COURT MANAGER**

Examination Centre : <small>(For office use only)</small>		Roll No.	
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Date & Time of Examination/Interview .....  
(To be filled by candidate)

Candidate's Name : .....

Father's/Husband's Name : .....

(As per educational qualification of 10<sup>th</sup> / 12<sup>th</sup>)

Date of Birth : ..... Gender: .....

Domicile of C.G. : ..... Category: .....

Correspondence Address : .....

: .....

: .....

Affix self  
attested recent  
passport size  
Photograph  
here  
don't staple or  
pin

Candidate's Signature

Candidate's Signature in Examination Hall

Candidate's Thumb Impression in Examination Hall

Left thumb for Male candidate/Right thumb for Female Candidate

ANSWER SHEET NUMBER

Signature of the Invigilator

Signature of Centre Superintendents

Note :- Before sending the application form along-with Identity Sheet, the candidate must ensure that the information filled in the Identity Sheet is correct. Also put his/her signature in the appropriate space.

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