

**Annexure-I****SYLLABUS AND SCHEME OF EXAMINATION**

The Assistant Recruitment Examination, 2023 shall be conducted in 04 (four) stages i.e. Preliminary Test (Objective Type), Written Test (Descriptive Type), Computer Proficiency Test and Interview. The Scheme of Examination shall be as follows:-

Stages of Examination	Particulars	Maximum Marks	Minimum Qualifying Marks	Duration
<b>Preliminary Test (Objective Type)</b>	General Awareness	25	-	-
	Reasoning and Quantitative Aptitude	25	-	-
	General English	25	-	-
	General Hindi	15	-	-
	Computer Awareness	10	-	-
	<b>Total</b>	<b>100</b>	<b>40</b>	<b>2 Hours</b>
<b>Written Test</b>	General English (Descriptive Type)	60	24	-
	General Hindi (Descriptive Type)	40	16	-
	<b>Total</b>	<b>100</b>	<b>40</b>	<b>3 Hours</b>
<b>Computer Proficiency Test</b>		<b>Qualifying in nature</b>		
<b>Interview</b>		10	03	
<b>Total</b>		<b>10</b>	<b>03</b>	

**PRELIMINARY TEST**

The Preliminary Test shall be held for the purpose of shortlisting of candidates for the next stage of examination i.e. Written Test and the marks obtained by the candidates in this test shall not be considered for preparation of merit list. This test shall consist of 100 Objective Type Questions with multiple choice answers. There shall not be negative marking for incorrect answers in the preliminary test.

The Preliminary Test shall be of total 100 marks and the minimum qualifying marks shall be 40. Ten times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for appearing at next stage i.e. Written Test. However, the candidates who have obtained marks equal to the marks obtained by the last shortlisted candidate of their respective categories, will also be shortlisted for the next stage even if the total number of candidates called for Written Test exceeds the ten times criteria.

The Syllabus of Preliminary Test shall be as follows:-

1. **General Awareness:-** Questions in this component will be aimed at testing the candidates' general awareness. Questions will be designed to test knowledge of current events and of such matters of every day observations and experience in their scientific aspect as may be expected from any educated person. The test will include questions relating to-

- a) India and its neighbouring countries especially pertaining to History, Culture, Geography, Polity, Economy, General Policy and Scientific Research.
- b) Current Affairs, Books and Authors, Sports, Important Schemes, Important Days, People in News, current events of national importance, National/ International Awards etc.
- c) Awareness towards General Science and Environment applicable in day to day life and awareness of knowledge of social importance.
- d) Bihar especially pertaining to its History, Culture, Geography, Economy, Polity and general awareness.

2. **Reasoning and Quantitative Aptitude:-** It would include questions of both verbal and non-verbal type. This component may include questions on Analogy, Similarity and Difference, Space Visualization, Space Orientation, Problem Solving, Analysis, Visual Memory, Discrimination, Observation, Relationship Concept, Arithmetical Reasoning, Verbal and Figural Classification, Arithmetical Number Series, Non-Verbal Series, Coding and decoding, statement conclusion, syllogistic reasoning etc.

In this section, questions will also be designed to test the ability of appropriate use of numbers and number sense of the candidates. The scope of the test will be Number System, Computation of Whole Numbers, Decimals, Fractions, relationship between numbers, Basic arithmetic operations, Percentage, Ratio and Proportion, Average, Interest, Profit and Loss, Time and Distance, Time and Work, Height and Distance, Mensuration etc.

3. **General English:-** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, sentence structure, synonyms, antonyms and their correct usage, spot the error, fill in the blanks, spellings/ detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/ passive voice of verbs, conversion into direct/ indirect narration, shuffling of sentence parts, shuffling of sentences in a passage, cloze passage, comprehension passage etc.

4. **General Hindi (सामान्य हिंदी):-** The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, phrases and idioms and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover the following topics:-

व्याकरण- शब्द रूपांतरण, संज्ञा, लिंग, वचन, सर्वनाम, विशेषण, क्रिया विशेषण, कारक, काल, वाच्य, संधि, समास, उपसर्ग, प्रत्यय, वाक्य इत्यादि, अपठित गद्यांश, शुद्ध वर्तनी, समानार्थी एवं विलोम शब्द, अनेक शब्दों के लिए एक शब्द, मुहावरे एवं लोकोक्तियाँ इत्यादि।

**Note:-** Except the questions of General English and General Hindi, the questions of remaining sections shall be both in English and Hindi languages. However, the English

version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

### **WRITTEN TEST**

The Written Test shall be descriptive in nature and shall include two sections General English and General Hindi of 60 marks and 40 marks respectively. A candidate shall be required to obtain 40% minimum qualifying marks i.e. 24 marks and 16 marks respectively in the sections of General English and General Hindi, for being considered to get shortlisted for Interview.

Three times candidates of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court) will be shortlisted for the next stage i.e. Computer Proficiency Test and Interview. However, all the candidates who have obtained marks equal to the marks obtained by the last shortlisted candidate of their respective category will also be shortlisted for the next stage even if the total number of candidates called for Interview exceeds the three times criteria.

Syllabus for the Written Test shall be as follows:-

1. **General English:-** The questions will be designed to test the candidates' understanding of English language and literature, correct use of words, phrases and idioms and ability to write English correctly, precisely and effectively. Questions will ordinarily include Essay Writing, Letter Writing, Precis Writing, Comprehension, Idioms and Phrases, Vocabulary (Spelling Test, Synonyms, Antonyms, One Word Substitution) and Grammar (Voice, Narration, Common Errors etc).
2. **General Hindi (सामान्य हिंदी):-** The questions will be designed to test the candidates' understanding of Hindi language and literature, correct use of words, phrases and idioms and ability to write Hindi correctly, precisely and effectively. Questions will ordinarily include the following—

निबंध लेखन, पत्र लेखन, संक्षेपण, अपठित गद्यांश, वाक्य विन्यास, शुद्ध वर्तनी, समानार्थी शब्द, विलोम शब्द, अनेक शब्दों के लिए एक शब्द, मुहावरे एवं लोकोक्तियाँ, व्याकरण (शब्द रूपांतरण, संज्ञा, लिंग, वचन, सर्वनाम, विशेषण, क्रिया विशेषण, कारक, काल, वाच्य, संधि, समास, उपसर्ग, प्रत्यय, वाक्य) इत्यादि।

### **COMPUTER PROFICIENCY TEST**

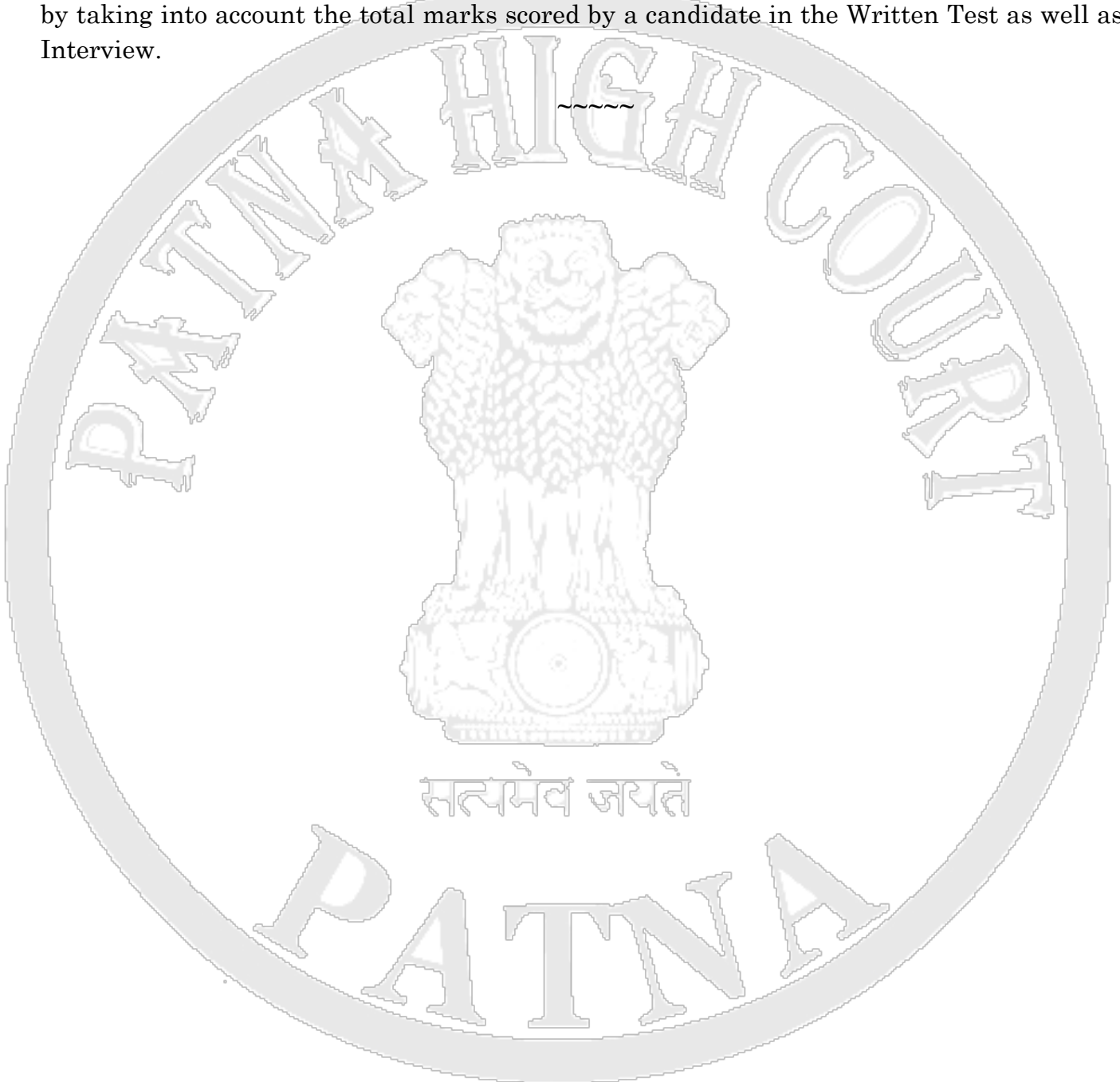
The Computer Proficiency Test will be qualifying in nature and shall include the following:-

- a) **Word processing Test on MS Word:-** This test will target to test the basic typing skill of the candidates as well as their basic knowledge of MS Word.
- b) **Test in Spread Sheets on MS Excel:-** This test will target to check the basic understanding of MS Excel.

- c) **Internet Proficiency:-** This test will target to test the basic understanding of internet usage.

### **INTERVIEW**

The interview shall be of 10 marks and the minimum qualifying marks shall be 03. It is mandatory for the candidates invited for interview to appear at the same else they will not be included in the merit list prepared for the final result. The final merit shall be prepared by taking into account the total marks scored by a candidate in the Written Test as well as Interview.



**Annexure- II****LIST OF CITIES/ DISTRICTS HAVING EXAMINATION CENTRE**

Sl. No.	Name of State	District/ City
1.	Bihar	Patna
2.	Bihar	Bhojpur at Ara
3.	Bihar	Nalanda at Biharsharif
4.	Bihar	Gaya
5.	Bihar	Aurangabad
6.	Bihar	Jehanabad
7.	Bihar	Nawada
8.	Bihar	Bhagalpur
9.	Bihar	Muzaffarpur
10.	Bihar	Vaishali at Hajipur
11.	Bihar	East Champaran at Motihari
12.	Bihar	Darbhanga
13.	Bihar	Begusarai
14.	Bihar	Saran at Chapra
15.	Bihar	Purnea

~~~~~

सत्यमेव जयते

PATNA

**Annexure- III****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.
2. For Applying Online, visit the “Recruitments” tab in the column on the left hand menu of official website of Patna High Court (<http://patnahighcourt.gov.in>).
3. Click on the link “Assistant Recruitment Examination, 2023”.
4. Click on “Apply online”.
5. Click on the link “New Registration” to register.
6. On the registration page, a candidate is required to fill in his/ her Full Name, Father’s Name, Mother’s Name, Gender, Reservation Category, Date of Birth, Mobile Number, E-mail ID etc. **Fields marked with asterisk (\*) are mandatory. Prior to submission, the candidate must ensure that all the details filled in are correct in all aspects, as the data once submitted cannot be changed.** After verification of data, registration number and password will be generated and the same will be communicated by SMS/E-mail.
7. Candidates are advised to print the Registration Page for their future reference.
8. Thereafter, the candidate will have to Login by using Registration Number and Password shared via SMS/Email.
9. 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.
10. At first, a candidate is required to fill in his/ her Personal Details and then click “submit”. On this page, the candidate will be asked to opt three different choices of examination centre in order of their own preference.
11. Thereafter, the candidate is required to fill in Education Details and then click “submit”.
12. Thereafter, the candidate is required to upload the following documents :-
  - a) Scanned copy of recent passport size colour photograph

- b) Scanned signature
- c) Matriculation (10<sup>th</sup>) Certificate
- d) Matriculation (10<sup>th</sup>) Marksheet
- e) Graduation (Degree) Certificate
- f) Graduation (Degree) Marksheet
- g) Diploma/Certificate of at least six month's course in Computer Application from recognised Institution
- h) Valid Identity Proof
- i) Domicile Certificate, if applicable
- j) Caste/ Non Creamy Layer/ EWS Certificate, if applicable
- k) Certificate of Disability, if applicable
- l) Identity Card of Patna High Court or Courts Subordinate to this Court, if applicable
- m) Other relevant documents, if any

Note:- A candidate must select only one document at a time and upload the same, then proceed for uploading the next document.

13. Instructions to upload photograph and Signature:

- a) Size of the Photograph should be minimum of 50 KB and maximum 100 KB.
- b) Size of the Signature should be minimum of 10 KB and maximum 20 KB.
- c) Image should be in JPG/ JPEG/ PNG format.

14. Instructions to upload required Documents/Certificates:

- a) Size of the document should be minimum of 50 KB and maximum 100 KB.
- b) Document should be only in JPG/ JPEG/ PNG format.

15. 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.

16. The photograph of the candidate must contain his/ her 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". Photographer 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.

17. 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 recruitment process. If at any stage of recruitment process, 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.
18. After all details are filled in the Application Form, candidate has to verify all the details on the Print Preview page and after clicking the check box, the "Payment" button shall be visible. Prior to proceeding for payment, candidate must preview the application form and ensure that all the details filled in are correct in all aspects and then proceed further. **After making payment, the application form shall be finally submitted and no change/ alteration shall be allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification.**
19. The candidates must take printout of the finally submitted online application form reflecting therein the payment details and retain the same alongwith relevant uploaded documents for producing the same at the time of document verification.
20. 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.
21. 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.