सत्यमेव जयते

# High Court of Judicature at Patna

**Website:** www.patnahighcourt.gov.in

**Helpline No.:** +91-9513632554 **Helpline e-mail:** phcrecruitment2023@gmail.com

## FOREMAN (MOTOR CAR GARAGE) RECRUITMENT EXAMINATION, 2024

## ADVERTISEMENT

Advertisement No.- PHC/03/2024 Dated: 28th May, 2024

**Important Dates**

| | | |
|---|---|---|
| Date for commencement of submission of online application | : | 31.05.2024 |
| Last date for submission of online application | : | 21.06.2024 |
| Last date for making online fee payment | : | 23.06.2024 |
| Date of Written Test | : | To be notified later |

**1.** Online applications are invited from eligible candidates for appointment to **02** (**Two**) vacant posts of **Foreman (Motor Car Garage) (Group-C Post)** in **Level 5 (₹29,200/- to ₹92,300/-)** of pay matrix of 7th PRC plus usual allowances as admissible under the Patna High Court Officers and Staff (Recruitment, Appointment, Promotion and Other Conditions of Service and Conduct) Rules, 2021 as amended from time to time, in the Establishment of the High Court of Judicature at Patna (hereinafter referred to as 'High Court') initially on probation for a period of one year under the terms and conditions mentioned below :-

| Sl. No. | Category | Total number of posts | Horizontally reserved posts for women |
|---|---|---|---|
| 1. | Unreserved | 01 | 0 |
| 2. | Extremely Backward Classes (EBC) | 01 | 0 |
| | **Total** | 02 | 0 |

***Note:*** **Due to limited vacancy, the posts have been identified under their respective category as per prevalent roster point. As such, any benefit/ relaxation by virtue of category shall be applicable to only those candidates who belong to the category for which vacancy is available.**

Willing candidates may apply online through the link provided on the official website i.e. www.patnahighcourt.gov.in only. The Application Form through any other mode shall

not be accepted. The link shall remain active from 31.05.2024 to 21.06.2024 till 23:59 hrs., after which the link shall be disabled.

Only one application shall be submitted by each candidate. In case, more than one Application i.e. multiple Application Forms are submitted by the same candidate, then the last application form correct in all respect shall only be taken into account for considering his/ her candidature.

Only such candidate shall be considered for selection who participates in all the stages of the Examination, and no exemption shall be granted to any candidate including that of OH Category from appearing in any part/ stage of the Examination for reasons whatsoever.

Number of Vacancies is purely tentative in nature and the High Court reserves the right to alter the same.

**2. Eligibility Criteria :-**

**(i) Nationality-**

A candidate for recruitment to the post of Foreman (Motor Car Garage) must be-

(a) A citizen of India, or
(b) A Tibetan refugee who came over to India before 1st January, 1972 with the intention of permanently settling in India, or
(c) A person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka and East African countries of Tanzania (formerly Tanganyika) and Zambia with the intention of permanently settling in India.

Provided that a candidate belonging to category (b) or (c) above must be a person in whose favour a certificate of eligibility has been issued by the State Government.

Provided also that, if a candidate belongs to category (c) above, no certificate of eligibility will be issued for a period of more than one year and such a candidate can be retained in service after a period of one year only if he has acquired Indian citizenship.

***Note*** **-** A candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he/ she may also be provisionally appointed subject to the necessary certificate being obtained by him/ her or issued in his/ her favour.

**(ii) Character :-** The character of a candidate must be such as to render suitable in all respect for appointment to the service in the High Court. The decision of the Appointing Authority in this regard shall be final.

***Note*** **-** Person terminated/ dismissed by the Government or by a Local Authority or a Corporation owned or controlled by the Government or convicted of serious

offences (other than those punishable with only fine) by Court of law will be deemed to be ineligible for the recruitment.

**(iii)** **Marital Status :-** A male candidate who has more than one wife alive or a female candidate who has married a person already having a wife alive shall not be eligible for the recruitment.

**(iv)** **Physical fitness :-** No person shall be recruited unless he/ she is in good mental and physical health and free from any physical defect likely to interfere with the efficient performance on his/ her official duties. Before a candidate recruited directly is appointed to the establishment, he/ she shall be required to produce a medical certificate of physical fitness issued under the signature of a Medical Officer (not below the rank of Deputy Superintendent of a Government Hospital) at the time of joining the post.

Provided that no person under Orthopedically Handicapped (OH) category shall be recruited unless he/ she is in good mental health and physically fit except to the extent of his/ her disability.

**(v)** **Age limit:-** A candidate for direct recruitment to the post of Foreman (Motor Car Garage) must not be below 18 years of age as on the 1st January, 2024 i.e. a candidate must not be born later than 01.01.2006.

The category-wise permissible upper age limit is as follows:-

| Category Code | Category | Maximum Age |
|---|---|---|
| 01 | Unreserved (Male) | 37 years<br>(born not earlier than 02.01.1987) |
| 02 | Unreserved (Female) | 40 years<br>(born not earlier than 02.01.1984) |
| 03 | EBC<br>(Male & Female) | 40 years<br>(born not earlier than 02.01.1984) |

Upper age limit for those in employment under Central Government or Government of Bihar shall be relaxable by 5 years.*****

The age limit shall not apply to a person already serving in the establishment of the High Court or a person engaged on daily wages or those working in the Courts subordinate to this Court or placed on deputation.

**CANDIDATES CLAIMING AGE RELAXATION IN MORE THAN ONE CATEGORY WILL BE ENTITLED TO ONLY ONE OF THE RELAXATION WHICHEVER IS MORE BENEFICIAL TO THEM.**

***Relaxation in upper age limit by virtue of their category shall be provided to the residents of Bihar only. Candidates availing such relaxation shall have to produce Domicile/ Residential Certificate along**

**with their respective Caste/ Category/ Non Creamy Layer Certificate at the time of document verification.**

3. **Minimum Qualification :-** The applicant must possess following essential qualification/ eligibility conditions for the post of Foreman (Motor Car Garage) as on **01st January, 2024**:

(i) Intermediate (12th Passed) from a recognised Board/ University.
(ii) Certificate in Mechanic (Motor Vehicles) trade from an Industrial Training Institute recognised by NCVT/ SCVT.
(iii) Two years' experience in relevant field.

4. **Preferential Qualification:-** A candidate –

(i) who has served in the Territorial Army for a minimum period for two years, or
(ii) who has obtained a 'B' certificate of the National Cadet Corps shall, other things being equal, be given preference in the matter of direct recruitment to the establishment at the time of interview.

5. **Reservation :-** Vertical Reservation for Scheduled Castes (SC), Scheduled Tribes (ST), Extremely Backward Classes (EBC), Backward Classes (BC) and Economically Weaker Sections (EWS) of the State of Bihar shall be applicable in following manner :-

| Category Code | Category | Percentage of Reservation |
|---|---|---|
| 01 | Scheduled Castes | 16% |
| 02 | Scheduled Tribes | 01% |
| 03 | Extremely Backward Classes | 18% |
| 04 | Backward Classes | 12% |
| 05 | Economically Weaker Sections | 10% |

**Benefits of caste based reservation shall be given only to the candidates who are domicile of Bihar subject to production of Domicile and Category Certificate issued by Competent Authority as recognized by Law or Relevant Rules of State of Bihar. The permanent address furnished in the application form shall be considered as domicile for the purpose of reservation.**

**If the applicant does not claim reservation or mention his/ her category in the proper place of application form, he/ she will not be given the benefit of reservation. After final submission of the application form, any request with regard to change of category shall not be entertained.**

**The candidate who fails to produce Domicile/ Category Certificate shall not be entitled to the benefits of reservation. Such candidates shall be treated as General (Unreserved) category candidates. In case of women candidates, caste certificate issued from father's side shall only be treated as valid.**

Candidates seeking reservation under EBC category shall have to produce Non-Creamy Layer Certificate for the purpose of employment in the Government of Bihar in

addition to the Domicile Certificate issued by the competent authority as and when asked for.

Note: There is no provision for Scribe or extra time in any part/ stage of examination for the Orthopedically Handicapped (OH) Candidates.

**6. Mode of Selection :-**

(i) **Written Test.**
(ii) **Foreman Skill Test.**
(iii) **Interview.**

**7. Minimum Qualifying Standard :-** The minimum qualifying standard shall be :-

(i) 40% marks in each section of Written Test
(ii) 30% marks in Interview.

**8. Syllabus and Scheme of Examination :-** The **Syllabus and Scheme** of the Examination is kept at **Annexure-I.**

**9. Examination Fee :-** Candidates are required to pay the fee in following manner :-

| Sl. No. | Category | Amount |
|---|---|---|
| (i) | Unreserved/ BC/ EBC/ EWS Candidates | ₹1100.00 |
| (ii) | SC/ ST/ OH Candidates | ₹550.00 |

**Note:-** (a) Payment of fee shall be accepted through online mode only.
(b) Application without prescribed fee shall not be considered.
(c) Examination Fee once paid shall not be refunded. No request for refund of fee once remitted by the candidate will be entertained under any circumstances.
(d) Concession of fee shall be provided to the SC/ ST/ OH candidates of Bihar only.
(e) Any kind of service, processing, transaction charges or any other amount charged by the bank for online transaction will be borne by the candidates.

**10. Centre of Examination:-**

The High Court shall decide the number of examination centres, based on the total valid applications received. Besides the High Court shall make its best efforts to accommodate all the candidates in the city of Patna.

However, the High Court reserves the right to cancel any Centre/ City and ask the candidates of the Centre/ City to appear from any other Centre/ City.

**11. Procedure for appointment :-**

(i) The date of examination indicated in the advertisement is purely tentative in nature. Any change in the schedule of examination shall be brought to the notice of candidates only through the official website of the High Court. No personal communication shall be made in this regard.

(ii) The High Court reserves the right to bring about changes in the selection procedure/ scheme of Examination.

(iii) There shall be no provision for re-evaluation/ re-checking/ scrutiny of the answer sheet/ score. No correspondence in this regard shall be entertained.

(iv) Only those candidates shall be considered for selection who secure the minimum qualifying standard in the Written Test as well as the Interview and also qualify at the Foreman Skill Test.

(v) Selection will be made on the basis of marks secured by the candidate in written test & interview and accordingly a select list as well as a panel (waiting list) shall be prepared.

(vi) If two or more candidates secure equal marks, the candidate securing higher marks in the written test will be placed above and if the marks obtained in the written test are also equal, then the candidate born earlier will be placed above.

(vii) Such panel (waiting list) shall remain valid for a period of one year from the date of its approval by the Competent Authority and may be extended for another one year in case of exigency.

(viii) The appointee shall have to join within the period specified in the appointment letter. Joining time may be extended upon the satisfaction of the Appointing Authority.

Provided that the appointee who joins after the period specified in the appointment letter and beyond the extension period, if any, his/ her seniority shall be determined on the basis of his/ her date of joining.

**12. <u>General Instructions</u> :-**

(i) The High Court reserves right to alter the number of vacancies, modify Examination process and fix the minimum cut off marks without assigning any reason thereof. All instructions are to be complied with strictly by the candidates at every stage of the Test/ Examination.

(ii) Decision of the High Court shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/ candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination centres, Selection and Appointment to the post etc.

(iii) Candidates are advised to visit the official website of the High Court i.e. www.patnahighcourt.gov.in regularly for latest updated information and other references.

(iv) **Candidates must read carefully the Detailed Advertisement with General Instructions, Syllabus and Scheme of Examination (Annexure-I), and How to Apply (<u>Annexure-II</u>) given in the advertisement for**

**filling the online Application Form. Candidates not complying with the Instructions shall be summarily disqualified.**

(v) Candidates seeking reservation benefits available for EBC must ensure that they are entitled to such reservation as per eligibility prescribed in the advertisement. They should also be in possession of the certificates in the format as prescribed by the State Government, in support of their claim.

(vi) Candidates are advised to fill up the online application form very carefully and re-check the data filled prior to its submission. Information such as their Name, Contact details/ Address, e-mail ID, Category, OH Status, Educational Qualification details, Date of Birth, etc. provided by the candidates in the Online Application Form shall be treated as final. The Candidates shall fill their complete postal address with PIN Code. Any request for change in such particulars after final submission shall not be considered, in any manner.

(vii) Online Application Form cannot be modified or withdrawn, once it is submitted successfully.

(viii) Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.

(ix) **In case, multiple application forms are submitted by a candidate, the last application form correct in all respect shall only be accepted and the fee deposited with earlier applications shall not be adjusted/ refunded under any circumstances.**

(x) **Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the High Court if any candidate fails to finally submit the application form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.**

(xi) In case it is found at any time in future that a Candidate has used/ uploaded the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tampered his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair Means.

(xii) In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in the future, he/ she may, in addition to disqualification, face penal action as per the law applicable.

(xiii) In case, it is found at any stage of the recruitment process that a candidate does not fulfill the eligibility norms and/ or that he/ she has suppressed/ twisted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these

shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority.

(xiv) The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection process without giving any reason/ notice. On furnishing any false certificate or indicating wrong category in the application form or in case of any other default, the High Court may reject the candidature at any stage of the selection.

(xv) Candidates must disclose the details of any criminal proceeding initiated or First Information Report (FIR) lodged against them or any punishment awarded to them. Concealment of such information may disqualify and entail cancellation of their candidature.

(xvi) Print out of On-line Application Form or hard copies of certificates/ mark sheets are not required to be submitted. Candidates shall have to produce all the required documents pertaining to eligibility for verification as and when asked for by the High Court, failing which he/ she shall be disqualified.

(xvii) **Candidates must keep print out of On-line Application Form, E-Admit Card and at least 08 (eight) copies of coloured passport size photograph identical with the photograph uploaded in Online Application Form and produce the same, alongwith all the required certificates, at the time of interview for verification of the documents.**

(xviii) **Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the date/ shift and time indicated in their respective Admit Cards, which would be issued in due course through official Website of the High Court only. <u>Admit Cards shall not be dispatched to the candidates individually</u>. The High Court shall not be responsible for any loss/ injury caused to the candidates in course of appearing in the examination.**

(xix) Selection of a candidate in the Examination is provisional, subject to being found eligible for selection.

(xx) **Candidates are required to keep with them at least two passport size recent colour photograph (as uploaded in the on-line application form), one identity proof (Photo-Identity Card viz. Aadhaar Card, Voter ID Card, Driving License, Passport, PAN Card, any other ID Card issued by the Central/ State Government or/ and 10th Certificate) having name, father's name and date of birth of the candidate, alongwith the admit card issued to the candidate, and shall produce the same on demand at the time of examination at the centre. The details mentioned on the ID**

**Card must match the details appearing on the admit card, else the candidate may be denied entry into the examination hall.**

(xxi) **Mobile Phone, Pager, Bluetooth device, any other electronic device, all kind of watches or any other communication device is not allowed inside the premises where the examination is to be conducted. Any infringement of these instructions may entail suitable actions/ restrictions as the High Court may deem fit and proper including debarment from future examinations.**

(xxii) Merely appearing and qualifying in Foreman (Motor Car Garage) Recruitment Examination, 2024 does not confer any right to the candidate to get appointment.

(xxiii) Canvassing in any form and/ or use of unfair means during the examinations shall disqualify the candidature of the applicant and the result of the Candidates shall not be declared (and may be cancelled).

(xxiv) All the candidates who are already employed in Central Government or State Government or in any Central Government or State Government Public Undertaking and/ or in any type of other organization established or governed by the Central Government or State Government will apply online after seeking permission from their employer. They will have to produce "NO OBJECTION CERTIFICATE (NOC)" from their respective Cadre Controlling Authorities, failing which his/ her selection may be cancelled by the High Court.

(xxv) A candidate claiming reservation and/ or relaxation shall have to produce Certificate issued by Competent Authority in prescribed proforma, in support of his/ her claim. Orthopedically Handicapped (OH) candidate shall have to submit certificate issued by the Competent Authority/ Board indicating physical disability not less than 40%.

(xxvi) It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with such candidates to get appointment. The eligibility is subject to final verification by the Competent Authority. The candidate shall satisfy his/ her eligibility before applying online and shall be personally responsible, in case, he/ she is not found eligible to apply as per the given eligibility criteria.

(xxvii) Information uploaded on the official website of the High Court shall not be provided to the candidates or any other person under the Right to Information Act, 2005 (hereinafter referred to as R.T.I. Act) read with the Patna High Court (Right to Information) Rules, 2005 as amended from time to time. The information uploaded on the official website of the High Court shall remain available for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for future reference,

if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor shall any information be provided.

(xxviii) Any representation filed by any applicant in respect of direct recruitment shall not be entertained once the process is initiated.

(xxix) Factual information under the R.T.I. Act shall be provided only after declaration of final result. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.

(xxx) The final score alongwith category/ sub-category wise cut off marks of all the candidates appearing in the examination will be uploaded on the official website of the High Court after declaration of the final result in due course of time, and no application under the R.T.I. Act in this regard shall be entertained during the course of recruitment.

(xxxi) Selection of the candidates shall be made purely on the basis of merit in a transparent manner. Hence, the Candidate has to be careful of touts, who promise to get them selected unlawfully on illegal considerations/ means.

(xxxii) **The record relating to the Foreman (Motor Car Garage) Recruitment Examination, 2024 would be available up to 365 days from the Date of declaration of final result and, thereafter, all examination materials shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.**

(xxxiii) All disputes pertaining to the conduct of the Foreman (Motor Car Garage) Recruitment Examination, 2024 including Result(s) shall fall within the jurisdiction of the High Court of Judicature at Patna only.

**Dated: 28th May, 2024**

**Sd/-**
**Registrar General I/c**

**Annexure–I**

## SYLLABUS AND SCHEME OF EXAMINATION

The Foreman (Motor Car Garage) Recruitment Examination, 2024 shall be conducted in 03 (three) stages i.e. Written Test (Objective Type), Foreman Skill Test and Interview. The Scheme of Examination shall be as follows:-

| S. No. | Stages of Examination | Particulars | Maximum Marks | Minimum Qualifying Marks | Duration |
|---|---|---|---|---|---|
| I | Written Test (Objective Type) | Mechanic (Motor Vehicle) Trade | 75 | - | - |
| | | General Awareness | 10 | - | - |
| | | General English | 10 | - | - |
| | | General Hindi | 5 | - | - |
| | | **Total** | **100** | **40** | **2 Hours** |
| II | **Foreman Skill Test** | | **Qualifying in nature** | | |
| III | **Interview** | | 10 | 03 | |
| | | **Total** | **10** | **03** | |

### I. WRITTEN TEST

This Written Test shall be comprised of 100 Objective Type Questions with multiple choice answers. There shall not be negative marking for incorrect answers in the written test.

The Written Test shall be of total 100 marks and the minimum qualifying marks shall be 40. 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. Foreman Skill Test and Interview. However, all the candidates who have obtained marks equal to the marks obtained by the last candidate of their respective category will also be shortlisted for the next stage even if the total number of candidates called for Interview crosses the three times criteria.

The Syllabus of Written Test shall be as follows:-

1. **Mechanic (Motor Vehicle) Trade:-** Questions in this component will be aimed at testing the candidates' professional knowledge of the trade and shall include the following:-

   (i) Plan & Perform basic fastening & fitting operation Check & perform Measuring & marking by using various Measuring & Marking tools *(Vernier Calliper, Micrometer, Telescope gauges, Dial bore gauges, Dial indicators, straightedge, feeler gauge, thread pitch gauge, vacuum gauge, tire pressure guage)* following safety precautions.

(ii) Plan & perform basic fastening & fitting operation by using correct hand tools, Machine tools & equipment.

(iii) Test various electrical/ electronic components using proper measuring instruments and compare the data using standard parameters.

(iv) Check & Interpret Vehicle Specification data & VIN and Select & operate various Service Station Equipments.

(v) Overhaul Engine and check functionality.

(vi) Trace, Test & Repair Cooling and Lubrication System of engine.

(vii) Trace &Test Intake and Exhaust system of engine.

(viii) Service Fuel System and check proper functionality.

(ix) Test Engine Performance and set idling speed.

(x) Monitor emission of vehicle and execute different operation to obtain optimum pollution as per emission norms.

(xi) Carryout overhauling of Alternator and Starter Motor.

(xii) Plan & perform maintenance, diagnosis and servicing of transmission system

(xiii) Plan & perform maintenance, diagnosis and servicing of Vehicle Control System.

(xiv) Troubleshoot vehicle Engine components and ascertain repair.

(xv) Plan & service Electronic Control System and check functionality.

(xvi) Diagnose & rectify the defects in vehicle to ensure functionality of vehicle.

(xvii) Carryout overhauling of charging system.

(xviii) Carryout overhauling of starting system.

(xix) Troubleshoot electrical components of vehicle and ascertain repair.

(xx) Overhaul, service and testing Vehicle Air Conditioning system, its parts and check functionality.

(xxi) Identify and study of Electric vehicle components and Performance comparison of EV and IC engine vehicles. (Components of Electric Vehicle such as Motor, Motor Controller, Battery Pack, Battery Management System, Charging System etc.)

2. **<u>General Awareness</u>:-** 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 as may be

expected from any educated person. The test will include questions relating to Current Affairs of National importance and State importance.

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, fill in the blanks, spellings/ detecting mis-spelt words, one word substitution, active/ passive voice of verbs, conversion into direct/ indirect narration.

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 it's Hindi Translation.

## II. FOREMAN SKILL TEST

The Foreman Skill Test will be qualifying in nature and shall test a candidates' professional and practical skill of the trade as well as his/ her ability to test, troubleshoot, repair, overhaul and service motor vehicles to keep them in good running condition.

## III. 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.

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**Annexure- II**

## 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. Only one registration can be done using a **mobile number**. Candidates are advised to fill the details carefully while registering.

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 **"Foreman (Motor Car Garage) Recruitment Examination, 2024"**.

4. Click on **"Apply online"**.

5. Click on the link **"To Register".**

6. On the registration page, a candidate is required to fill in his/ her Full Name, Date of Birth, Gender, Mobile Number and E-mail ID. **Fields marked with asterisk (*) are mandatory**. **Prior to submission, the candidate must ensure that all the details filled in are correct in all aspect, as the data once submitted cannot be changed.** After verification of data and submission of OTP, **Registration number/ User ID** and **Password** will be generated and the same will be communicated by SMS/E-mail.

7. Thereafter, the candidate will have to Login by using **Registration number/ User ID** and **Password** shared via SMS/Email.

8. 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.

9. At first, a candidate is required to fill in **"PERSONAL DETAILS"** and then click "save and next".

10. Thereafter, the candidate is required to fill in **"ADDITIONAL DETAILS"** and then click "save and next".

11. Thereafter, the candidate is required to fill in **"COMMUNICATION DETAILS"** and then click "save and next".

12. Thereafter, the candidate is required to fill in **"QUALIFICATION & EXPERIENCE"** and then click "save and next". **(Note:- In case of regular government employee, a NOC from the present employer would be required at the time of Document Verification/ Interview).**

13. Thereafter, the candidate is required to fill in the **"TEST CITY"** and then click "save and next".

14. Thereafter, at **"DOCUMENT & PAYMENT"**, the candidate is required to upload the following documents :-

    a) Scanned copy of recent passport size colour photograph.
    b) Scanned signature.
    c) Matriculation (10th) Certificate.
    d) Matriculation (10th) Marksheet.
    e) Intermediate (12th ) Certificate.
    f) Intermediate (12th ) Marksheet.
    g) Domicile Certificate, if applicable.
    h) Caste/ Non Creamy Layer Certificate, if applicable.
    i) Certificate in Mechanic (Motor Vehicles) trade from an Industrial Training Institute recognized by NCVT/ SCVT.
    j) Valid Identity Proof.
    k) Other relevant documents, if any.

15. Instructions to upload photograph and Signature:

    a) Size of the image should be minimum of 50 KB and maximum 80 KB.
    b) Image should be in JPG or JPEG format.

16. Instructions to upload required Documents/Certificates:

    a) Size of the document should be minimum of 100 KB and maximum 300KB.
    b) Document should be only in JPG, JPEG or PDF format.

17. 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. The candidate should scan his photograph and specimen signature in JPG/JPEG format.

18. The photograph of the candidate must contain his full face, both ears, 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". Caps, hats, sunglasses and dark glasses are not acceptable. 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.

19. **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.

20. After all details are filled in the Application Form, candidate has to submit the Application Form. Prior to submission, candidate must preview the application form and ensure that all the details filled in are correct in all aspect and then proceed to submit the same. **After final submission, no change/ alteration are allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification.**

21. Thereafter, candidate will be redirected to **Payment Page**. **Only after making a successful payment the Application Form will be considered finally submitted and processed further.**

22. The candidates must take printout of the finally submitted online application form and retain the same along with relevant uploaded documents for production after qualifying the examination.

23. 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.

24. 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.

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