सत्यमेव जयते

High Court of Judicature at Patna

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COMPUTER OPERATOR-CUM-TYPIST RECRUITMENT EXAMINATION, 2026

ADVERTISEMENT

Advertisement No.- **PHC/02/2026** Dated:**10/04/2026**

Important Dates

Date for commencement of submission of online application	:	**17.04.2026**
Last date for submission of online application	:	**16.05.2026**
Last date for making online fee payment	:	**19.05.2026**
Date of online Examination	:	To be notified later

1. Online applications are invited from eligible candidates for appointment to 48 (forty eight) vacant posts of **Computer Operator-cum-Typist (Group-C Post)** in **Level-4 (₹25,500/- to ₹81,100/-)** 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 (Out of total vacancy)
1.	Unreserved	22 +1(backlog of Locomotor Disabled Category)	07
2.	Economically Weaker Sections (EWS)	04	01
3.	Backward Classes (BC)	05	02
4.	Extremely Backward Classes(EBC)	09	03
5.	Scheduled Castes (SC)	07	02
	Total	**47 + 1(backlog of Locomotor Disabled Category)**	**15**

Out of total 47+1(backlog of Locomotor Disabled Category) posts, **03 (three) posts** (02+01 backlog) shall be horizontally reserved under 4% horizontal reservation for **Locomotor Disabled** candidates as classified in Resolution no. 13062 dated 12.10.2017 of Government of Bihar.

Willing candidates may apply online through the link provided on the official website of the Patna High Court i.e. www.patnahighcourt.gov.in only. The Application Form through any other mode shall not be accepted. The link shall remain active from 17.04.2026 to 19.05.2026 till 23:59 hrs., after which the link shall be disabled. New registration and modification in the online application form shall not be permitted after the last date for submission of online application i.e., 16.05.2026. Further, the link for submission of application shall remain disabled on 17.05.2026. The link will again be made active for 02 days i.e. on 18.05.2026 and 19.05.2026 only to facilitate those candidates who have submitted their application forms on or before 16.05.2026 to make online fee payment.

Only such candidates shall be considered for selection who participate and qualify in all the stages of the Examination and no exemption shall be granted to any candidate including Locomotor Disabled candidates 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 at any stage of the selection process.

2. Eligibility Criteria:-

(i) Nationality-

A candidate for recruitment to the post of Computer Operator-cum-Typist 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 from service 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 (O.H.)-Locomotor Disabled 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 Computer Operator-cum-Typist must not be below 18 years of age as on the 1st January, 2026 i.e. a candidate must not be born later than 01.01.2008.

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

Sl. No.	Category	Maximum Age
01	Unreserved & EWS (Male)	**37 years** (born not earlier than 02.01.1989)
02	Unreserved & EWS (Female)	**40 years** (born not earlier than 02.01.1986)
03	BC & EBC (Male & Female)	**40 years** (born not earlier than 02.01.1986)
04	SC (Male & Female)	**42 years** (born not earlier than 02.01.1984)

Further, upper age limit for those in employment Under Central Govt. or Govt. of Bihar shall be relaxable by 5 years.

Locomotor Disabled candidates shall be entitled to an additional relaxation of 10 years in the maximum age limit of respective category. **However, such relaxation shall be provided subject to production of Disability Certificate issued by the Competent Authority as per relevant rules.**

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.

Relaxation in upper age limit by virtue of their category shall be provided to those candidates only who are permanent residents of Bihar. Candidates availing such relaxation shall have to produce Domicile (Permanent Residential) Certificate alongwith their respective Caste/ Category/Non Creamy Layer (NCL) Certificate at the time of document verification and whenever asked during the selection process. All the relevant certificates should be issued by the competent authority as recognized by the law for the purpose of Government of Bihar (बिहार सरकार के प्रयोजनार्थ**).**

3. **Minimum Educational Qualifications:-**The applicant must possess following essential educational qualification/Computer Qualification for the post of Computer Operator-cum-Typist as on 01.01.2026:

(i) Graduation in any discipline from a recognised University/ Institution.
(ii) Diploma/ Certificate of at least six month's course in Computer Application
(iii) Certificate in Typing proficiency of 40 words per minute in English and 30 words per minute in Hindi.

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:-**

(i) Vertical Reservation for Scheduled Castes(SC), 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	Extremely Backward Classes	18%
03	Backward Classes	12%

04	Economically Weaker Sections	10%

Horizontal Reservation for Women candidates and Locomotor Disabled candidates shall be applicable in the following manner:-

Women Candidates	**35%**
Locomotor Disabled Candidates	**04%**

(ii) **The benefit of 35% horizontal reservation for Women Candidates and 4% horizontal reservation for Locomotor Disabled candidates** shall be granted **only to the permanent residents of Bihar, subject to concurrence of the resolution no.8962 dated 21.05.2025 and resolution no.12575 dated 09.07.2025 of the Government of Bihar by Hon'ble the Chief Justice of Patna High Court.**

(iii) **The selected Locomotor Disabled candidates shall be adjusted against their respective category.**

(iv) **Candidates must submit the following certificates mandatorily at the time of filling the application form:**

a) Candidates claiming reservation under **SC category** shall be required to submit following certificates as and when asked for:

i. **Caste Certificate**
ii. **Domicile/ Permanent Residence Certificate**

b) Candidates claiming reservation under **BC/EBC category** shall be required to submit following certificates as and when asked for:

i. **Non-Creamy Layer (N.C.L.) Certificate** (बिहार सरकार के प्रयोजनार्थ)
ii. **Domicile/ Permanent Residence Certificate**

Note:

i. **In the light of notification no. 673 dated 08.03.2011, letter no. 15760 dated 02.09.2022 and 11734 dated 20.06.2023 of the General Administration Department, Government of Bihar, the caste/N.C.L. certificate of the candidates (including married women) claiming reservation should be issued in their father's name and permanent address (and not in the name of their husband for married women).**
ii. **Candidates belonging to BC/EBC category will not be eligible for reservation solely on the basis of caste certificate. It will be mandatory for such candidates to submit an N.C.L. certificate to avail the benefits of reservation.**

c) Candidates claiming reservation under **EWS category** shall be required to submit following certificates as and when asked for:

i. **Income and Asset Certificate** issued by Competent Authority as recognized by Law or Relevant Rules of State of Bihar (valid for 1 year from the date of issuance).

ii. **Domicile/ Permanent Residence Certificate.**

Note: In case of <u>married woman candidates of E.W.S. category</u>, the Income and Asset Certificate must be issued from the p<u>ermanent residence of her husband</u>. However, it will be <u>mandatory for the married woman</u> to <u>submit a domicile/permanent residence certificate issued with father's name and address</u>, so that it is clearly established that the said married woman is a native resident of the state of Bihar.

All certificates uploaded must be issued on or before the last date of submission of the online application form i.e. 16.05.2026 and they must be valid on the date of submission of online application form. The date of submission of online application form shall be reckoned for determining the validity of the uploaded certificates/documents.

The date of issuance of Caste/N.C.L./E.W.S./Domicile certificate shall be reckoned as the date on which <u>the certificate is issued by the Revenue Officer.</u>

The abovementioned certificates/documents produced by the candidates appearing for Document Verification must be the same as those uploaded at the time of submission the online application form. Certificates other than those uploaded shall not be considered valid and may lead to the cancellation of candidature.

(v) The candidates belonging to reserved category are advised to satisfy themselves and ascertain their particular category of reservation at the time of filling up the online application form. Once the online application is finally submitted, any communication with regard to erroneous entry in reservation category or submission of invalid Domicile (Permanent Residence) Certificate/ Category Certificate/N.C.L Certificate/Income and Asset Certificate shall not be entertained and claim for the benefit of reservation shall not be accepted. Such candidates shall be considered under the General (Unreserved) Category.

(vi) The candidate who fails to produce aforementioned documents concerning to his/her category viz., Domicile (Permanent Residence) Certificate and Category Certificate/N.C.L Certificate/Income and Asset Certificate in support of their claim for reservation, shall not be entitled to the benefits of reservation. Such candidates shall be treated as General (Unreserved) category candidates.

(vii) Only such person would be eligible for reservation under Locomotor Disabled quota who is having **not less than 40% (forty percent) of relevant disability**. Applicants claiming benefit of reservation under Locomotor Disabled quota shall have to produce Disability Certificate issued by Competent Authority in prescribed proforma, in support of his/her claim.

In addition to the above, the candidates appearing in the 'Interview' after having availed the **benefits of reservation extended to 'Locomotor Disabled' candidates, would be subjected to a medical examination by a Medical Board**, as constituted by the Court in due course for determining the nature and percentage of disability(ies), so claimed by the candidates. The decision of the Medical Board shall be considered final for the preparation of the final result.

Note: There is no provision for Scribe or extra time in any part/stage of examination for the Locomotor Disabled Candidates.

6. **Mode of Selection:-**

1. Written Test

Part-A:-MCQ Based Objective Type.
Part-B:-English Computer Typing Test.
Part-C:-Hindi Computer Typing Test.

2. Interview.

Note:- If the number of applicants is on the higher side, there shall be a 'Screening or Preliminary Test' to shortlist the candidates for appearing at the Written Test.

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

(i) 40% in Preliminary Test (if conducted)
(ii) 40% in Objective Type Written Test.
(iii) 90% accuracy in English Computer Typing Test.
(iv) 85% accuracy in Hindi Computer Typing Test.
(v) 30% in Interview.

8. **Syllabus and Scheme of Examination:-**The Syllabus and Scheme of Examination is enclosed at **Annexure- I** and **Annexure-II**.

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*/ Locomotor Disabled Candidates	₹550.00

***There is no seat in ST category. However, candidates belonging to ST category shall get the benefit of fee concession in online application form subject to submission of valid Caste Certificate and Domicile/Permanent Residence Certificate as and when required, else the candidature of such candidate shall be cancelled.**

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/Locomotor Disabled 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 that Centre/ City to appear at any other Centre/ City.

11. Procedure for appointment:-

(i) If the number of applicants is on the higher side, the High Court reserves the right to shortlist the candidates through a screening or preliminary test. **If a Preliminary Test is held, the scheme & syllabus of the same is given in the Annexure-II.**

(ii) Only those candidates shall be considered for selection who appear and secure the minimum qualifying standard in all the stages of the examination i.e. Preliminary Test (if conducted), Written Test and Interview.

(iii) Selection will be made on the basis of marks secured by the candidate in the **Written Test & Interview**. A select list/panel (waiting list) shall be prepared, accordingly.

(iv) If two or more candidates secure equal marks in the merit list, 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 (older in age) shall be placed higher in the said list.

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

(vi) 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. General Instructions:-

(i) 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.

(ii) The schedule of examination or any change in it or any information with regard to the selection process 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.

(iii) The High Court reserves the right to bring about changes in the Examination process/selection procedure/ scheme of Examination without assigning any reason thereof. All instructions are to be complied with strictly by the candidates in the Examination.

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

(v) 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.

(vi) **Candidates must read carefully the Detailed Advertisement with General Instructions, Syllabus and Scheme of Examination (Annexure-I & Annexure-II) and How to Apply (Annexure-III) given in the advertisement for filling the Application Form online. Candidature of applicants not complying with the Instructions as specified therein shall summarily be cancelled/rejected.**

(vii) **Candidates are advised to fill up the online application form with utmost care and recheck the data filled prior to its submission. Information such as their Name, Contact Details/Address, E-mail ID, Category, Disability 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.**

(viii) Online Application Form cannot be withdrawn, once it is submitted successfully.

(ix) Application Form of candidates who do not fulfill the eligibility criteria as per the instructions shall be rejected.

(x) **In case, multiple applications are submitted by a candidate, the last application form correct in all respect shall be accepted and the fee**

deposited with earlier applications shall not be adjusted/ refunded under any circumstances.

(xi) 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.

(xii) In case it is found at any time in future that a Candidate has used/uploaded the photograph and 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.

(xiii) 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.

(xiv) Candidates who have changed their name after Matriculation must submit a duly notarized affidavit, proof of publication of such change in at least one national and one local newspaper, and **the relevant Gazette Notification (mandatory document)** at the time of document verification. The name appearing in all subsequent educational and other documents must be supported by the aforesaid documents. In the absence of these, the candidature may be rejected at any stage of the recruitment process.

(xv) 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.

(xvi) 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/sub-category regarding caste(s) in the application form or in case of any other default, the High Court may reject the candidature at any stage of the selection process.

(xvii) 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, shall apply online only after seeking permission from their employer and shall have to compulsorily produce "NO OBJECTION CERTIFICATE (NOC)" from their respective Cadre Controlling Authorities at the time of interview, failing which his/her selection may be cancelled by the High Court.

(xviii) Candidates must disclose the details of any criminal proceeding initiated or First Information Report (FIR) or complaint case lodged against them or any punishment awarded to them. Concealment of these fact(s) may disqualify and entail cancellation of their candidature and termination of service in case they get appointed.

(xix) Candidates must disclose the details of any departmental proceeding initiated or instituted against them or any punishment awarded to them during their current or previous employment(s). Concealment of these fact(s) may disqualify and entail cancellation of their candidature and termination of service in case they get appointed.

(xx) **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 in original pertaining to verification of eligibility, failing which he/she shall be disqualified.**

(xxi) **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.**

(xxii) Candidates shall appear in all stages of the examination, as the case may be 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. Admit Cards shall not be dispatched to the candidates individually. The High Court shall not be responsible for any loss/ injury caused to the candidates in course of appearing in the examination.

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

(xxiv) **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 in original having clear photo on it (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.

(xxv) **Mobile Phone, Pager, Bluetooth device, Smart Watch 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.**

(xxvi) Canvassing in any form and 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).

(xxvii) It is to be noted that if a candidate has been allowed to appear in the examination, it neither implies that the candidate's eligibility has been verified nor vest any right with a candidate 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 he/she shall be totally responsible, in case, he/she is not found eligible to apply as per the given eligibility criteria.

(xxviii) 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 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 any information shall be provided with regard to the appointment process and examination.

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

(xxxi) **The category/sub-category wise cut off marks of each stage/test/part of the examination along with the result shall be declared with the write-up of that stage.**

(xxxii) **The individual final score of each stage of a candidate (to be viewed through individual login) 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.

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

(xxxiv) The record relating to the Computer Operator-cum-Typist Recruitment Examination, 2026 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 including R.T.I. in this regard shall be entertained with respect to this recruitment drive.

(xxxv) All disputes pertaining to the conduct of the Computer Operator-cum-Typist Recruitment Examination, 2026 including Results shall fall within the jurisdiction of the High Court of Judicature at Patna only.

Sd/-

Dated: 10/04/2026 **Registrar General I/c**

Annexure- I

Syllabus and Scheme of Examination

The Computer Operator-cum-Typist Recruitment Examination, 2026 shall be conducted in **02 (two) stages** i.e. **Written Test and Interview**. The Scheme of Examination shall be as follows:-

Stage	Details of Examination		Particulars	Maximum Marks	Minimum Qualifying Marks	Duration
1.	Written Test	**Part-A** (MCQ Based Objective Type)	English Language and Grammar	15	20	**30 minutes**
			Hindi Language and Grammar	10		
			Computer Awareness	15		
			Reasoning and Quantitative Aptitude	10		
		Part-B (English Computer Typing Test)	English Computer Typing Test with speed of 40 words per minute for 400 words.	100	90	**10 minutes**
		Part-C (Hindi Computer Typing Test)	Hindi Computer Typing Test with speed of 30 words per minute for 300 words.	100	85	**10 minutes**
	Total			250	-	**50 minutes**
2.	**Interview**			10	03	**-**

Written test

This Written Test shall comprise three Parts i.e. Part-A, Part-B & Part-C**. There shall not be negative marking for incorrect answers in the Part-A of the Written Test.** The candidate will have to qualify in all the parts viz., Part-A, Part-B & Part-C in order to be called for the next stage. The accuracy of English Computer Typing Test (Part-B) & Hindi Computer Typing Test (Part-C) in percentage shall be equivalent to the marks obtained out of 100.

Three times candidates of the total number of advertised vacancies, in order of their merit (following the model roster point and the reservation policy adopted in the High Court), will be shortlisted for the next stage i.e. Interview. However, all candidates

who obtain marks equal to that of the last candidate shortlisted to be called for interview in their respective category will also be shortlisted for the next stage even if the total number of candidates called for interview exceeds the prescribed criteria of three times.

Syllabus of the Written Test

1. English Language and Grammar:- The questions will be designed to test the candidates' understanding of the languages and literature, correct use of words, and ability to write the languages correctly, precisely and effectively. The questions will ordinarily cover vocabulary, grammar, spot the error, fill in the blanks, synonyms/homonyms, antonyms, spellings/detecting mis-spelt words, idioms & phrases, one word substitution, improvement of sentences, active/passive voice of verbs, shuffling of sentence parts etc.

2. Hindi Language and Grammar:- प्रश्नों को इस प्रकार तैयार किया जाएगा जिससे उम्मीदवारों की भाषाओं और साहित्य की समझ, शब्दों का सही प्रयोग और भाषाओं को सही, सटीक और प्रभावी ढंग से लिखने की क्षमता का परीक्षण किया जा सके। प्रश्नों में आमतौर पर शब्द-रूपांतरण, लिंग, वचन, कारक, काल, वाच्य, शुद्ध वर्तनी, मुहावरे एवं लोकोक्तियां, अलंकार के उदाहरण एवं प्रकार, संधि, समास, उपसर्ग एवं प्रत्यय इत्यादि शामिल होंगे।

3. Computer Awareness:- The questions will be designed to assess the candidates' knowledge pertaining to Computer System for dispensing day to day official work. The questions will ordinarily cover history of computers, fundamentals of computer and terminologies, computer abbreviations, basics of hardware and software, keyboard shortcuts, operating system basics, basic functionalities of Ms-Office (word, excel and powerpoint), internet terms and services, networking and communication, security tools, viruses etc.

4. 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 candidates' ability with regard to appropriate use of numbers and number sense. 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.

Note:- (i) The question paper of Written Test shall be available both in **English and Hindi Language** except the section of **English Language and**

Grammar and **Hindi Language and Grammar** which shall be in **English** and **Hindi Language**, respectively. **However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.**

(ii) The Keyboard Layout for Hindi Computer Typing Test shall be **'Remington Gail'** and the font shall be **'Mangal'**.

Interview

The interview shall be of **10 marks** and the minimum qualifying marks shall be of **03 marks**. It is mandatory for the shortlisted candidates to appear at the Interview else they will not be considered in the preparation of final merit list. The final merit list shall be prepared by taking into account the total marks scored by a candidate in the **Written Test (Part A + Part B + Part C) and Interview**, following the model roster point and reservation policy adopted in the High Court.

Annexure- II

PRELIMINARY TEST

The Preliminary Test shall be conducted if the number of applicants is on the higher side. It shall be held for the purpose of screening 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**. **Ten times candidates,** in order of their merit, of the total number of advertised vacancies (following the model roster point and the reservation policy adopted in the High Court), who attain the minimum qualifying standard, 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 category, 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 Scheme of Preliminary Test shall be as follows:-

The Scheme of Preliminary Test

Details of Examination	Particulars	Maximum Marks	Minimum Qualifying Marks	Duration
Preliminary Test	General Awareness	15	20	30 minutes
	English Language and Grammar	20		
	Computer Awareness	15		

Note:- Except the questions of English Language and Grammar in Screening/Preliminary Test, the questions of remaining sections shall be both in English and Hindi language. However, the English version shall always prevail in case of any discrepancy or inconsistency between English version and its Hindi Translation.

The Syllabus of Preliminary Test

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/Dates, 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. The questions pertaining to English Language and Grammar and Computer Awareness shall be based on the syllabus provided in the Written Test.

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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 for registration and these E-mail ID and Mobile number are required to be preserved till publication of final result in order to receive urgent communication from the High Court in case of need. 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 "Computer Operator-cum-Typist Recruitment Examination, 2026".
4. Click on "Apply online".
5. Click on the link to "New Registration" to register.
6. On the registration page, a candidate is required to fill in his/her Full Name, Changed Name (if yes), Date of Birth, Gender, Mobile Number and E-mail ID. **Fields marked with asterisk (*) are mandatory. After OTP validation, candidate must ensure that all the details filled in are correct in all aspects, as the data once submitted cannot be changed.** Upon reverification of details, the registration number and password will be generated and the same will be communicated through SMS/E-mail.
7. Candidates are advised to save their registration number and password for future reference.
8. Candidates are also advised to print their Registration Page for future reference.
9. Thereafter, the candidate will have to Login by using Registration Number and Password shared via SMS/E-mail.
10. After login, a detailed application will open where the data provided at the time of registration shall be visible in prefilled format and it cannot be altered.
11. At first, a candidate is required to fill in his **Personal Details** and then click "save & next".
12. Thereafter, the candidate is required to fill in **Additional Details** and then click "save & next".
13. Thereafter, the candidate is required to fill in **Communication Details** and then click "save & next".

14. Thereafter, the candidate is required to fill in **Qualification** details and then click "save & next".

15. Thereafter, the candidate will move to the uploading section and following documents are required to upload:-

    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) Graduation (Degree) Certificate.
    h) Graduation (Degree) Marksheet.
    i) Other qualification details certificate, if any.
    j) Domicile Certificate, if applicable.
    k) Caste Certificate (for SC/ST), if applicable.
    l) Non Creamy Layer Certificate (for BC/EBC), if applicable.
    m) E.W.S. Certificate, if applicable.
    n) Certificate of Disability (for Locomotor Disabled Candidates), if applicable.
    o) Valid Identity Proof containing photograph.
    p) No-Objection Certificate, if applicable.
    q) Diploma/Certificate of at least six month's course in Computer Application from recognised Institution.
    r) English Computer Typing Certificate from recognised Institution.
    s) Hindi Computer Typing Certificate from recognised Institution.
    t) 'B' Certificate of N.C.C, if any.
    u) Other relevant documents, if any.

16. Instructions to upload photograph and signature:

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

17. Instructions to upload other required Documents/Certificates:

    a) Size of the image should be minimum of 100 kb and maximum 300 kb.
    b) Image should be in JPG/JPEG/PDF format.

18. 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.

19. The photograph of the candidate must contain his/her 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.

20. 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 with the signature on the Admit Card, the candidate will not be permitted to take the examination and his candidature shall be cancelled.

21. 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 verification of all details, candidate has to submit the Application Form to proceed for making the online payment.

22. After making successful payment, the Application Form will be considered as finally submitted. **Once the final submission is made, no change/ alteration is allowed and any deviation from the data appearing in the certificates/ documents, noticed at later stage shall lead to disqualification of the candidature.**

23. **The candidates must take printout of the final submitted online application form and retain the same along with relevant uploaded documents for producing the same at the time of document verification.**

24. 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.

25. 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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