

- (k) No TA/DA will be admissible to any candidate for appearing in any of the test.
- (l) The application **strictly** in prescribed proforma (In **A-4** size paper) must reach **the Registrar General, High Court of Chhattisgarh, Bodri, Bilaspur (C.G.) Pin – 495 220 by Speed Post only** along with self attested copies of testimonials/certificates regarding age, Caste, bonafide resident, qualification, etc. and self attested passport size photograph affixed at the place provide failing which the application shall be summarily rejected without any further communication. The applications completed in all respect along-with the enclosures will be accepted **till 5.00 P.M. of 20.07.2026**. Application received thereafter, will not be entertained. Registry will not be responsible for any postal delay.
- (m) The applications received other than in the prescribed proforma shall not be accepted.
- (n) The persons already in service must send their application through proper channel **or** along-with NOC of their employer issued after publication of this advertisement, otherwise, their applications shall be rejected. Further, such application be sent to the undersigned in such a manner so that it should reach the undersigned, on or before last date of receipt of application.
- (o) The envelope containing application should be superscribed in bold Capital letters "APPLICATION FOR THE POST OF "LIBRARY ASSISTANT (JUNIOR JUDICIAL ASSISTANT)".
- (p) The Competent Authority reserves the right to reject all or any application without communicating any reason to the applicant. The Competent Authority further reserves the right of fixing cut off marks for educational/ professional qualification for deciding candidature during scrutiny of the application forms or at any stage of the recruitment/examination process.
- (q) The Competent Authority also reserves the right to cancel, withdraw or modify the entire or any part of recruitment process at any stage without assigning any reason.
- (r) Unsigned applications shall be rejected summarily and no correspondence in this regard shall be entertained.
- (s) List of eligible and non-eligible candidates will be displayed in the website of this High Court after completion of scrutiny of applications.
- (t) The date of Written Test & Skill Test will be informed separately by uploading the same in the website of this High Court and by way of Notification in local News Papers.
- (u) The Admit Cards/Call Letters will be uploaded in the website of this High Court only and it will not be sent by any other mode. The candidates have to download it and may appear in the Written Test & Skill Test accordingly.
- (v) **Selection Process:-** The selection shall be made on the basis of Examination. The examination shall be conducted in Two Phases.

**Phase -I Written Test and Phase -II Skill test -**

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**Phase-I Written Test :-**

The test shall be consisting of 50 questions of Multiple Choice Questions containing maximum 50 marks i.e. 01 No. for each question. The MCQ will consist of following :-

1. Role of Libraries in academic and social institutions. Library movement and library legislation in India.
2. Information, Information Science, Information Society, Information Technology and Library, Information Management & Knowledge Management.
3. Organisation of Knowledge/Information. Modes of Formation of Subjects.
4. Library Cataloguing-Canons and Principle. Library Cataloguing Codes.
5. Management-Principles, Functions, Schools of Thoughts.
6. Information Technology - Components, Impact of IT Society. Computers - Hardware, Software, Storage Devices, Input/Output Devices.

**There shall be no negative mark in the Written Test.**

To qualify the said Written Test, the candidate has to secure minimum 50% marks in case of UR & OBC Category and 40% marks in case of SC & ST.

The candidates who qualify in the said Written Test will be called for Phase-II (Skill Test) in the ratio of 1:15.

**Phase-II - Skill Test - (Total 50 marks).**

Classification, Cataloging Basics, Accession Register Filling, Book Title, Book Entry, Reference Books, Library Rules, Shelving System, Book Issue/Return Entry, Library Management Software Basic use.

The select list will be prepared on the basis of marks obtained by them in Phase- I & Phase-II Examination as above.

- (w) If two or more candidates secure equal marks in select list, then the candidate born earlier will be placed above. If their date of birth also same, then preference will be given to those candidates who have possessed higher qualification.
- (x) The selected candidates after their joining, will be kept in probation for a period as mentioned in Rules.
- (y) The records of recruitment examination shall be liable to be eliminated after six months of declaration of result of selection and thereafter no application for certified copy or inspection of documents related to selection process, shall be entertained under R.T.I. Act.

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

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

*Rajnish Shrivastava*  
19.6.2024

**(Rajnish Shrivastava)**  
Registrar General