

HIGH COURT OF CHHATTISGARH, BILASPUR

ADVERTISEMENT

Adv. No. **01** /II-14-1/2026 (DEO)

Bilaspur, dated. **16** /04/2026

Online applications are invited in Chhattisgarh Vyapam website <https://vyapamcg.cgstate.gov.in/> for recruitment to the posts of "**Data Entry Operator**" in High Court of Chhattisgarh, Bilaspur from eligible candidates having qualifications as mentioned below -

DATA ENTRY OPERATOR(Level-6 of pay matrix (25300-80500))

No. of posts – 38

S. No.	Cate gory	No. of Posts	Post Reserved
1	UR	19 Posts (Including 05 - Women)	Out of total vacancies, 04 posts reserved for Physical Disabled Persons. OA, OL, OAL, BL, HH, LV, OH, Acid attack victim, Muscular Dystrophy, Dwarfism, Leprosy Cured, Autism
2	SC	07 Posts (Including 02 - Women)	
3	ST	07 Posts (Including 02 - Women)	
4	OBC	05 Posts (Including 01 - Women)	
Total		38 Posts	

Abbreviation :- OA - One Arm, OL - One Leg, BL - Both Leg, OAL - One Arm One Leg, LV - Low Vision, HH - Hearing Impaired, B - Blind, OH - Orthopaedically impaired.

MINIMUM QUALIFICATION & EXPERIENCE

Working knowledge of Unix/Open Source Software/Windows NT/ with the following educational qualifications.

(i) Educational Qualification: At least second class bachelor degree from a recognized University in Computer Science or related subject;

OR

Second class bachelor degree from any recognized University with PGDCA from any recognized University ;

OR

Second class bachelor degree from a recognized University with 'O' level course from DOE.

(ii) Desirable Experience: Working knowledge of Operating Systems and Office application suites.

(iii) Knowledge of Hindi and English typing (Preference will be given to those candidates who have passed typewriting examination in Hindi and English language from any recognized board)

Note:- 1. The number of posts may increase or decrease and the number of reserved posts may also vary at any time. This advertisement/recruitment and appointment shall be subject to final outcome of the S.L.P. (C) No. 19668/2022 of Supreme Court of India.

2. The posts reserved for SC, ST & OBC are reserved only for SC, ST & OBC who are the bonafide residents of Chhattisgarh State. The applicants who are bonafide residents of other state & recognized as SC, ST & OBC in their own states, will be considered only against the UR posts.
3. The candidates belonging to OBC should not be in the creamy layer.
4. Reservation shall be given to the women candidates, only who are local residents of State of Chhattisgarh.
5. Provided that, if in the selection process, any of the reserved posts remains vacant in any of the reserved category or 30% of the female unreserved category due to lack of suitable female candidates as above, such vacant posts shall not be made carry-forward for the next year and such vacant posts shall not be filled by other reserved or unreserved category of female, such category shall be filled by the male candidates of the same category for which it has been reserved.

Other Conditions:-

- a) he is a citizen of India.
- b) he has attained minimum age of 21 years and has not attained maximum age of 30 years (in case of bonafide resident of Chhattisgarh 40 years) on **01.01.2026**.

Provided that the upper age limit shall be relaxable upto a maximum limit of 5 years for the candidates belonging to Scheduled Caste, Scheduled Tribe and other Backward Classes of Chhattisgarh State.

Provided further that the upper age limit shall be relaxable upto a maximum limit of 10 years for women candidates, only who are local residents of State of Chhattisgarh.

Provided further that the upper age limit of candidates who are Government servants whether permanent or temporary, shall be relaxable upto further 5 years in addition to the relaxations available as above.

Provided further that age relaxation will be given to the Physically Disabled Persons (Divyang Persons) as per Government of Chhattisgarh, GAD circular dated 27.09.2014.

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

- c) he has good character and is of sound mind and body and free from any bodily or mental defect which renders him unfit for such appointment.
- d) He/She has not more than one spouse living.
- e) He/She has not been dismissed or removed from service by any High Court, Government or Statutory or Local Authority.
- f) He/She has not been convicted of any offence involving moral turpitude or has not been permanently debarred or disqualified by any High Court/Union/State Public Service Commission or any Services Selection Board or Staff Selection Commission.
- g) Candidates claiming reserved category (SC/ST/OBC) shall submit their permanent Caste Certificate duly issued by competent authority only

along-with certificate of resident of Chhattisgarh, The reserved candidates shall submit self attested copy of their permanent Caste Certificate at the time of document verification, otherwise their candidature shall be rejected.

- h) Reserved candidates (SC/ST/OBC) are required to submit an affidavit at the time of their joining in the proforma prescribed by the State Government with their memo dated 29.06.2013 failing which their appointment shall be cancelled.
- i) The Candidate who are physically Disabled (Divyang) with less than 40% disability shall not be considered under physically Disabled (Divyang) Category and shall be treated in their respective category.
- j) He/she must possess the requisite qualification and experience desired for the said advertised posts on or before the last date of online application.
- k) The persons already in service must produce NOC of their employer, at the time of document verification otherwise, their candidature shall be rejected.
- l) No TA/DA will be admissible to any candidate for appearing in any of the test.

m) **Selection Process :-**

For the post of Data Entry Operator only Written Test and Skill Test will be held.

Max. Marks for Written Test - 100

Max. Marks for Skill Test - 50

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 -

Phase - I Written Test :-

The Written test shall be consisting of 100 questions of Multiple Choice Questions and it will consist of Section - I & Section - II as follows:-

Section I: (60 Marks)

Reasoning	Quantitative Aptitude	English	General Studies & General Knowledge
(15 Marks)	(15 Marks)	(15 Marks)	(15 Marks)

Section II: (40 Marks) -Computer

Unix/Open Source Software NT/Operating system, MS Windows & Ubuntu, Word processing, spreadsheet, Power Point, Access, Working with LAN, Antivirus, Network and Internet.

There shall be no minus (-) marking. Phase-I will be only the screening test On the basis of marks obtained in Written test (Phase-I), the candidates will be called for Phase-II Skill Test in the ratio of 1:15.

Phase - II Skill Test:-

Phase - II consist of Hindi & English Typing Test-

Skill Test shall be consisting of maximum 50 marks as follows;

Computer Typing Test of Hindi @ 250 words in 10 minutes.	25 marks
Computer Typing Test of English @300 words in 10 minutes	25 marks

The Typing Test will be conducted in Ubuntu Linux - Libre office-Unicode Font **1/4 mark** to be deducted for each mistake.

To qualify this test, the candidate has to secure minimum 10 marks in each typing test out of 25.

The merit list will be prepared only on the basis of marks obtained by the candidate in Phase-II i.e. Skill Test and the marks obtained in Phase- I Written Test will not be considered for preparation of Merit List/Select List.

- n) After receipt of merit list (category wise- i.e. SC, ST, OBC, Male, Female & Divyang separately and common merit list), from Vyapam, the High Court will publish the same and documents verification will be done at High Court, date of documents verification will be published on the website of High Court of Chhattisgarh.
- o) After documents verification, the High Court will publish the select list and waiting list in the website of this High Court.
- p) If the documents are not found as per eligibility criteria their candidature will be liable to be cancelled at any time during verification of the documents or if he selected and appointed and it is found that he does not possesses the requisite qualification/experience desired for the post, his selection/appointment will be liable to be cancelled.
- q) If two or more candidates secure equal marks, 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 passed the Typewriting examination in Hindi and English language from any recognized board.
- r) The selected candidates after their joining, will be kept on probation for the period as mentioned in rules.
- s) the record 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,
- t) The Competent Authority reserves the right to cancel, withdraw, or modify the entire or any part of recruitment process at any stage without assigning any reason.

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

For further details visit website at : <https://vyapamcg.cgstate.gov.in/>



Registrar General
High Court of Chhattisgarh,
Bilaspur (C.G.)
