HIGH COURT OF MADHYA PRADESH: JABALPUR

(Examination Section)

ADVERTISEMENT

Data Processing Assistant (Direct Recruitment) Exam-2025

Advertisement No. 52/Exam/DPA/2025 Dated- 28/10/2025

Starting Date for submission of Online Application Form -	**29/10/2025** (12:01 PM)
Last Date for submission of Online Application Form -	**19/11/2025** (11:55 PM)
Date for Correction in Online Application Form-	**24/11/2025** (12:01 PM)
Last date for Correction in Online Application Form-	**26/11/2025** (11:55PM)
Date of Preliminary Examination-	**To be notified Later**

Online applications are being invited for **41 posts** of **Data Processing Assistant** in High Court of Madhya Pradesh. Recruitment to these posts and conditions of service will be governed by the High Court of Madhya Pradesh Services (Recruitment, General Conditions of Services, Conduct, Classification, Control and Appeal) Rules, 2017 and in respect of all such matters regarding conditions of the services of the officers and employees of the High Court where no provisions have been made in these rules, the rules framed and orders issued from time to time in respect of the members belonging to State Government Services holding corresponding posts with such specification, may be made applicable, subject to such modifications, variations or exceptions, if any, as the Chief Justice may, from time to time specify.

28/10/25

1. The name of post, pay scale, Educational & Technical Qualification and age limit is as under :-

Name of Post	Pay Scale	Educational And Technical Qualification Prescribed	Age limit
Data Processing Assistant	₹ 5200-20200 + G.P. 2400/- (as per 6th Pay Commission)	(i) B.Sc. Computer Science/ BCA/ B.Sc. IT/ or equivalent degree passed with minimum 60% marks or equivalent grade in graduation. (ii) Experience: Working knowledge of Operating Systems and Office applications suites with 3 years of working experience of data entry with required educational qualification.	18-35 years **(as on 01.01.2025)**

2. Details of Posts :-

The details of category wise posts is as under:-

Category	*Number of Posts
UR	18+1 (PH)=19
SC	6+1 (PH)=7
ST	9
OBC	6
Total	**41**

* The number of posts may vary & in that case the same will be notified on the website of High Court of Madhya Pradesh.

3. Eligibility :-

(1) No persons shall be eligible for appointment unless he is a citizen of India.

(2) No candidate who has more than one spouse living shall be eligible for appointment.

(3) No candidate shall be eligible for appointment to the service, if the

candidate has more than two children on or after 26-01-2001 as provided in Rule 6(6) of the Madhya Pradesh Civil Services (General Conditions of Services) Rules, 1961.

Explanation:

(a) A person having more than two children shall not be deemed to be disqualified for appointment, where already having one child, more than one child are born from the subsequent delivery.

(b) For the purpose of this Sub rule, a child born within 280 days from 26-01-2001 shall not constitute disqualification.

Note: Kindly refer to the Judgment dated 07-11-2003 of Mr. Ojhilal Gond vs. The State of M.P. and others in W.P. No. 5069 of 2002 of High Court of Madhya Pradesh, Jabalpur.

(4) No candidate shall be eligible for appointment unless he has been certified to be medically fit for appointment to the post by the District Medical Board;

Provided that, a candidate may be appointed provisionally subject to presentation of aforesaid certificate within a period of 30 days from the date of joining, failing which the appointment shall be liable to be terminated.

(5) Any attempt on the part of a candidate to obtain support for his candidature will render him disqualified for selection.

(6) No person shall be eligible for appointment, if he –

(a) is or has been a member of a body of persons which has been declared to be unlawful by the State or Central Government, as the case may be; and continues to be so on the date of the publication of advertisement for the post;

Or

(b) has been indicted by a competent authority for participating in or associating with any activity or programme;

(i) aimed at subversion of the Constitution of India;

(ii) aimed at organized breach or defiance of law involving violence;

(iii) prejudicial to the sovereignty and integrity of India or the security of the State; or

(iv) promotes feelings of ill will, enmity or hatred between different sections of the people on grounds of religion, race, language, caste or community;

Or

(c) has been dismissed from service of the Central or a State Government, a local or statutory body or any Court;

Or

(d) has been debarred or disqualified by the Union or any State Public Service Commission or a local or statutory body or a Court from appearing in any examination or selection process conducted by it;

Or

(e) has been convicted of an offence involving moral turpitude.

4. <u>Disqualifications</u> :-

Apart from the other grounds mentioned in this advertisement, the following are also additional grounds for disqualification :-

(1) No candidate shall be appointed to a service or post unless he has been found after such medical examination as may be prescribed, to be in good mental and bodily health and free from any mental or bodily defect likely to interfere with the discharge of the duties of the service or post:

Provided that in exceptional cases a candidate may be appointed provisionally to a service or post before his medical examination, subject to the condition that the appointment is liable to be terminated forthwith, if he is found medically unfit.

(2) No candidate shall be eligible for appointment to a service or post if, after such enquiry as may be considered necessary, the appointing authority is satisfied that he is not suitable in any respect for service or post.

(3) During examination concealment of any material fact or giving false/incorrect information in any form/application will be a ground for cancellation of candidature of concerned candidate.

5. Use of Unfair means :-

If any candidate uses unfair means or attempts to influence or threatens or disobey the instructions in the process of Examination at any stage, then his/her candidature shall be rejected.

6. Procedure and Direction for submitting Online Application Form :-

(i) Please read the Advertisement / Instructions carefully before filling the application form.

(ii) Fill all the details correctly and accurately. Incomplete, incorrect or erroneous application will be treated as cancelled.

(iii) The application form will be filled online only. Offline application form or application fee will not be accepted.

Procedure :-

Candidates are required to log on the website of High Court of Madhya Pradesh (www.mphc.gov.in) and to click on "Recruitment/Result" tab, then click on "Online Application Form/Admit Card" for "**Data Processing Assistant Exam-2025".** Now the candidate can see following links –

(1) Advertisement

(2) Registration

(3) Application

(4) Edit Application Form

Click on Advertisement and read all instructions carefully. Thereafter, click on "Registration" link and after submitting the required information for registration, candidate will get the User ID and Password on their Registered Mobile No. and E-mail ID, which is required to be fill-up the application form. After registration, candidate may fill their application form by clicking on "Application" link. After filling the required information and uploading photo and signature, candidate can preview the form by clicking on Preview button.

Several entries of Registration form will be auto filled in the Application form which cannot be altered or corrected, hence the candidate must ensure the correctness of these auto filled entries and if any incorrect entry is found, he/she may again register himself/herself and fill the form correctly but for this candidate will require another Mobile No./E-mail ID. Same Mobile No./E-mail ID cannot be used. So, candidate must ensure the correctness of entries filled in the Registration Form at first instance only. To upload signature and recent Color Photo in the last "Document Upload" tab and after preview the form details click on "Submit" button and pay the Examination Fee. After making payment successfully, the candidates are required to take a print out of Application Form by clicking on "Print" tab and keep safely with them for further requirement if and when needed.

After the expiry of last date for submission of online application form, correction/alteration will be permissible only with respect to entries made in filling the application form. After the expiry of last date of correction, no extra time for change(s)/alteration shall be given to candidate and any representation received in this regard, shall be filed without assigning any reason. It shall be the responsibility of candidate to fill all the details regarding fees submission correctly in online application form. Once fees details are filled, no corrections as to their entries shall be allowed.

Only duly and correctly filled application forms along-with payment details of requisite fee shall be treated as valid, while, incomplete forms or incorrect entries of particulars or fee may be treated as rejected.

Note :- For any help regarding Online Application, candidate may call on Helpline No. +917996339995. Before calling for any help read the Advertisement carefully.

7. Examination Fees :-

Category	Examination Fees/Charges
Unreserved	**₹ 943.40/-** [₹ 743.40 (Service Provider Charge) (630+18% GST) +₹ 200 (Examination Fees)]
Reserved and / or person with disability	**₹ 743.40/-** [₹ 743.40 (Service Provider Charge) (630+18% GST) +₹ 00 (Examination Fees)]

Notes:- (1) The above fee is subject to change and in case of increase in fees, the candidates will have to pay the deficit fee.

(2) There is no provision for the refund of examination fees. The application forms shall be treated as successfully submitted, only if they are duly filled and examination fee is also credited in the account of High Court, within prescribed time. It shall be the duty of candidate to fill all the details regarding fees submission correctly in online application form. Once fees details are filled, no corrections as to their entries shall be allowed and any representation received in this regard shall be rejected summarily.

(3) Candidate(s) whose payment against above prescribed fees is not shown/credited within prescribed time in account of High Court, for any reason, shall not be permitted to appear in exam and Admit Card of such candidate will not be issued. Any representation in this regard, shall be rejected without assigning any reason.

(4) Candidate(s) of any category, except P.H. belonging to any state other than the state of Madhya Pradesh shall be treated as candidate of Un-reserved category. The benefit of fee relaxation available to candidates of reserved category only if they are domicile of the state of Madhya Pradesh.

Note :- Any representation regarding extension of last date for submission of Application Form, correction of form or for extension/ change of any date notified by High Court of Madhya Pradesh, shall not be entertained and will be filed.

8. Admit Cards :–

Admit Cards/Hall Tickets will be made available on the website of High Court of Madhya Pradesh (www.mphc.gov.in). The eligible candidate(s) may download and take print-out of their respective Admit Card. Admit Cards may be generated approximately 07 days prior to the date of Preliminary examination, Practical & Interview. Permission to appear in the exam will be provisional and mere generating Admit Card does not create any right in favor of candidate.

9. Selection/Recruitment process :-

The recruitment process shall be completed in following stages:-

I. Online Preliminary Screening Examination;
II. Practical &
III. Interview.

However, the merit list for selection will be prepared on the basis of marks obtained by candidate in aggregate of Practical Examination & Interview, subject to securing prescribed minimum marks.

I. ONLINE PRELIMINARY SCREENING EXAMINATION

(i) Date, Time, Shifts and Centres :–

The Online Preliminary Examination, for screening of candidates, will be

conducted on such date, time and at centers as may be notified later on the website of High Court of MP. In case of any exigency or circumstances beyond control including technical snag, calamity, disaster etc., the date, time and such centers may be rescheduled.

All efforts shall be made to conduct Online Preliminary Examination in a single shift but in case of any exigency like large number of candidates, non-availability of nodes, technical difficulty or for any other suitable reason, the Online Preliminary Examination may be conducted in two or more shifts either on the same day or on the different date(s).

In case of cancellation of Online Preliminary Exam, the rescheduling of Online Preliminary Examination of all candidates of the concerned centre(s), may be made for some other suitable date/shift, time and place(s)/centre (s). In such case, the Question Paper shall be different from previous date or shift.

The District and/or Centre for the candidates shall be allotted by the **Service Provider** which shall be final and the candidate shall not have any right to make objection regarding allotment of District and/or Centre. Also, any candidate of Online Preliminary Screening Examination shall not have any right to raise any objection regarding change in date(s)/time/shift(s)/Centre(s) and question paper etc.

(ii) <u>Pattern and Syllabus of Online Preliminary Exam</u> :-

Question paper shall contain **100** multiple choice objective type questions of one mark each, to be solved within a period of **two hours** (*i.e.* 120 Minutes).

The syllabus of Online Preliminary Examination is as under:-

S.No.	Name of Post	Syllabus	Marks	Language
1	Data Processing Assistant	• Computer Networks & Information Security • Programming Methodologies and Data Structures • Computer System Architecture • Object Oriented Programming	100	English

		• Database Management System • Operating System Concepts • Computer Organization & Architecture • Object Oriented Concepts Design & Analysis of Algorithm • Data Communication & Computer Networks • Operating Systems • Internet of Things & Applications		

(iii) <u>Objections & Finalization of Model Answers</u> :-

After completion of Online Screening Preliminary Examination, the proposed Model Answer Keys intended to be used for generating result and valuation of Response sheets of online Screening exam, will be uploaded/published on the website of the High Court of Madhya Pradesh along-with a notice and format for Objection(s) that if any candidates wishes to make any objection etc. regarding any proposed Model Answer(s), he /she may submit objection regarding question(s) in writing & signed by him/her, to the Principal Registrar (Exam), High Court of Madhya Pradesh, Jabalpur, in provided format by **post or by hand only** in Receipt Section of High Court of Madhya Pradesh within 07 days from the date of uploading of the proposed Model Answers by mentioning his/her Name & Application number along-with self attested photo copies of source document(s)/proof, on the basis of which he/she has submitted the objection(s).

Objections received within aforesaid time, mode and proper format or even *suo-moto,* may be taken into consideration. Only offline objection(s) will be entertained, objections received through E-mail or any other mode shall not be entertained. However, any objection received other than prescribed format or without any authentic proof/source or any objection received after aforesaid stipulated period/time shall not be considered on any ground including postal delay.

After declaration of result of Online Preliminary Exam, no representation regarding final model answer keys or Questions shall be entertained on any ground, whatsoever.

If no objection is received and also not taken up suo-moto, the proposed model answers shall be treated as final model answers and the result will be generated on the basis of proposed Model Answer Keys.

(iv) Result of Online Screening Preliminary Exam :-

Candidates belonging to Unreserved & OBC categories will be required to secure minimum 60% marks and candidates of SC & ST categories will be required to secure minimum 55% marks as passing marks in online screening test. Candidates who secure place in Merit List in each category in the ratio of 1:3 against each post will be declared successful for Practical and Interview including candidate(s) securing equal marks to the last successful candidate in each category irrespective of the fact that the ratio of 1:3 exceeds as a result of inclusion of such candidates.

List of such candidates shall be ported on the website of the High Court of Madhya Pradesh along-with notification and proforma of application form.

II. PRACTICAL EXAMINATION

(i) Application and Documents for Practical Examination :-

Every candidate declared successful for Practical Examination shall have to submit an Application Form along-with the self attested copies of all relevant documents & Two photographs with contact number (Mobile) and email ID, if any within the prescribed period.

The proforma of application form shall be ported on website of High Court of Madhya Pradesh. The candidate will have to take its print-out to fill-up the same and send it to the Examination Section, Administrative Block, High Court of Madhya Pradesh, Jabalpur.

Aforesaid Application Forms along-with documents and photographs as mentioned above must be sent by the candidates to the Examination Section in such a manner that the same must reach on or before the last date as may be notified.

Applications and documents received after prescribed time (Last Date) shall not be considered on any ground including postal delay. No representation in this regard shall be entertained and the same shall be summarily rejected.

After receiving the Application forms and documents, a list of "eligible and non-eligible candidates for the Practical Examination" will be prepared and the same will be ported on the website of the High Court of Madhya Pradesh.

Admit Cards will be made available on the website of High court of MP and the candidate shall receive the same by downloading and taking print-out of Admit Card.

(ii) <u>Venue, Date & Time of Practical Exam</u> :-

The Practical Examination will be held at the Premises of High Court of Madhya Pradesh, Jabalpur. The date & time for practical Examination shall be published on the website of High Court of Madhya Pradesh.

(iii) <u>Syllabus & Marks for Practical Exam</u> :-

The syllabus & maximum marks for the Practical Examination shall be as under :-

S.No.	Exam	Syllabus	Maximum Marks
1.	Practical	Same as Prescribed for Preliminary Examination	30

III. <u>INTERVIEW</u>

The interview will carry maximum 30 marks. The Interview of a candidate will be conducted at the Premises of High Court of Madhya Pradesh Jabalpur on such date & time as may be notified on the website of High Court of Madhya

Pradesh. The candidate shall carry his/her required original documents at the time of interview for verification.

10. Final Result :-

Merit-cum-Category wise Lists shall be prepared on the basis of marks obtained by candidate in Practical Examination & Interview. A candidate will have to secure minimum 40% marks in aggregate of Practical Examination & Interview. The result will be published on the website of High Court of Madhya Pradesh. In case of equal marks, the candidate older in age shall be given preference for selection.

11. Waiting List :-

The waiting List for each post will be valid from the date of publication of final result as mention in the circular no.-F6-07/2012/one(1) Bhopal, dated-14.07.2016 issued by General Administration Department, Govt. of M.P.

12. Rechecking/Revaluation/Re-examination :-

There is no provision for Rechecking of Marks or revaluation of answer sheet at any stage of the examination. Re-examination shall not be permissible at any stage of selection or even thereafter. Any representation /application received in this regard shall stand rejected without assigning any reason.

13. Marks of Candidates :-

After declaration of the final result marks and response sheet of Online Preliminary Exam, shall be made available on the website of High Court of Madhya Pradesh (www.mphc.gov.in).

Marks of candidates in Practical & Interview will be shown in Score-card which will be available on the website of High Court of Madhya Pradesh after declaration of final result. To check his/her marks on the generated Score-card, candidate will have to enter his/her user I.D. and password.

14. Travelling Expenses :–

No Travelling Expenses or allowances will be payable to any candidate for appearing in Online Preliminary Screening Examination, Practical Examination and Interview.

15. Corrigendum :-

At any time after the recruitment process has started, if any Clarification, Modification etc. is required to be made on the part of High Court, then it may be made by porting a corrigendum on the official website of High Court of Madhya Pradesh. Porting of corrigendum on the official website of High Court of Madhya Pradesh shall be deemed as sufficient notice to all candidates/ aspirants and no objection shall be entertained on the ground that candidate was having no information of such corrigendum.

16. R.T.I. :-

In case, application for copy of response sheets is applied by candidate under R.T.I Act, then copy will be made available to the candidate, if the rule permits, subject to payment of prescribed fees and only after declaration of Final Result but within 06 months from the date of declaration of Final Result. Thereafter, data regarding answer-sheets of Online Preliminary Examination may be eliminated.

17. Elimination/disposal of Used Examination Materials :-

After a period of six months from the date of declaration of final result, all the records of this examination including application forms etc. of candidates may be eliminated. However, any record of one or more candidates may be preserved for a longer period if any court case is pending & notice has been received in the Examination Section.

(Dharminder Singh)
Registrar General