THE GAUHATI HIGH COURT AT GUWAHATI

[HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH]

A D V E R T I S E M E N T

No. HC.XXXVII-34/2019(Part-1)/657/R.CELL   Dated Guwahati, the 6th November, 2019.

1. Online applications are invited from eligible candidates for filling up the following posts in the Principal Seat of the Gauhati High Court in the usual scale of pay plus other allowances as admissible under the rules. The number of vacancies shown below is indicative only and may vary at the time of final selection in either way.

Name of the post	Pay Scale			Number of vacancies
	Pay Band	Scale	Grade Pay	
Chauffeur (Driver)	2	Rs. 14000-60500/-	Rs. 5200/-	6

IMPORTANT DATES

Sl. No.	Description	Date
1.	Submission of Online Application.	**07.11.2019, from 3.00 pm**
2.	Last date for Submission of Online Application.	**21.11.2019, till 5.00 pm**
3.	Last date for payment of fee.	**26.11.2019 till bank transaction hour**

CATEGORY WISE BREAK UP OF VACANCIES

Category	Unreserved	OBC/MOBC	SC	ST(P)	ST(H)	total
Chauffeur	Nil	3	2	1	Nil	6

Candidates belonging to OBC/MOBC category shall have to produce non-creamy layer certificate from competent authority at the time of document verification.

2. AGE LIMIT:-

Category wise age limits for the posts, as on last date of receipt of applications, will be as under:-

Sl. No	Category	Maximum age	Minimum age
1.	OBC/MOBC	41 years	18 years
2.	SC, ST (P) & ST (H)	43 years	18 years

3. ELIGIBILITY CRITERIA:

Chauffeur	Candidates shall have to pass class VIII and those who have passed Class XII and above **shall not be eligible**. Apart from that the candidate must possess a valid **Professional Driving License.**

The candidates must possess the essential qualification (both educational and professional) on or before the last date of advertisement.

4. SELECTION PROCESS:

Stage 1	**Screening Test of qualifying nature: 50 marks** Written Examination (Objective Type multiple choices) for **50 marks** of 1 (one) hour duration on OMR scripts testing the General knowledge (20 marks), Road Sign Recognition (20 marks) and Assamese language segment (10 marks). In order to qualify in the Screening Test a candidate has to secure the following: a) a minimum 5 marks out of 10 marks in the Assamese language segment and b) Apart from the above, a minimum of 24 marks out of 40 marks of the remaining part of the screening Test. The Written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.
Stage 2	**Driving Test: 40 marks** Candidates equal to 5 times of the number of vacancies (1:5) in order of merit in the Screening test will be called for Driving test. The driving test will be on the segments, namely, Starting, Driving, Parking and After Driving (10 marks for each segment, total 40 marks). In order to qualify in the Driving Test, a candidate has to secure a minimum of 20 marks out of 40 marks in the Driving Test.
Stage 3	**Viva- voce: 10 marks.** Candidates equal to 3 times the number of vacancies in order of merit in the Driving Test will be called for Interview/Viva-Voce. In order to qualify in the Interview/Viva-voce, a candidate has to secure a minimum of 60% marks. On the basis of the sum total of marks obtained in driving test and viva-voce the final select list will be prepared. Where more than one candidate obtain same grand total marks (marks of driving

test and viva-voce), the candidate who obtains more marks in the driving test will get preference. Where the marks obtained by such candidates in the driving test are also same, the candidate who is senior in age will get preference.

5. **HOW TO APPLY**: Before applying online, candidates must possess a valid e-mail ID and Mobile Number which are mandatory for registration. E-mail ID should be kept active. Though the system is designed to send e-mail immediately acknowledging the Registration Code, sometimes due to network congestion, the e-mail may not be delivered, hence the candidates are requested to note down the Registration Code.

Phase 1: (a) Log on through the website *www.ghconline.gov.in* and click on 'Online Application for **Chauffeur**".

(b) Click on "**New Registration**". Provide the required information in that page, and then click "**Submit Registration**". The system will generate a Registration Code which will be displayed below the "Submit Registration" button. Though the system is designed to send e-mail immediately acknowledging the Registration Code and corresponding Date of Birth, sometimes due to network congestion, the e-mail may not be delivered. Hence, candidates are requested to note down the Registration Code carefully.

The combination of Registration Code and Date of Birth will be used as login details for next three Phases, i.e. Phase 2, Phase 3 and Phase 4.

Phase 2: (a) Click "**Update Candidate Details**".

(b) Candidate has to provide his/her profile details and other candidature specific information and has to save the data by clicking the **Update Data** button. **No field box should be left blank.**

Phase 3: Candidate has to upload his/her Photograph Image and Signature Image. The image format should be either **.jpg, .png or .gif**. No other image format will be accepted. The image size should be between **5 KB and 30 KB**. Pixel size of photograph is 354 x 276 and for the Signature is 118 x 276. The dimension of the Photograph image and Signature image should be as indicated below:
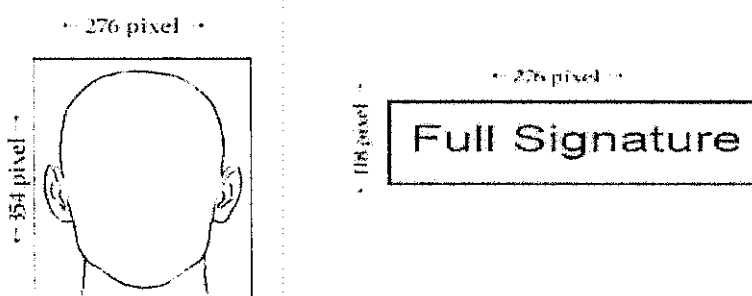
The image of the Passport Photograph should be such that the face of the

candidate covers at least 80% of the space of the photograph image, similarly the signature should cover at least 70% of space of the Signature image.

For uploading Passport Photo and Signature (both should be in image format as specified above),

(a) Click "**Upload Photograph & Signature**".

(b) The candidate should select the respective file using the "**Browse**" button and after selecting the file, he/she should click the "**Upload Passport Photo**" and "**Upload Signature**" button respectively to upload the file to server.

(c) On successful uploading of photo & signature, the candidate should click the "Declaration check box". On clicking the Declaration check box on the page, the button **Submit Candidature** will turn green and will be activated for submission of candidature.

(d) Click on **Submit Candidature** to submit the application. No change in information filled in by the candidates will be allowed once the application form is submitted by clicking the "**Submit Candidature**" button. Therefore, before submitting Candidature, please ensure that all information, photograph and signature are uploaded as per the instructions.

Phase 4:   (a) After submission of candidature, the candidate should take a print out of the Fee Payment Challan by clicking the "**Print Fee Payment Challan Form**" button.

(b) The payment can be made at any branch of State Bank of India after two working days of submission of online application and on or before the last date fixed for payment of fees.

(c) For payment, the candidate should approach the bank along with the Challan copy and the fee amount reflected on the Challan. On payment of the same, the Bank will provide a Journal Number. Please ensure to have the bank official's signature and seal on the Challan copy. Please keep the candidate's copy of the Challan carefully for any future reference.

(d) The fee payment information viz. Journal No., Paid Amount, Payment Date etc., will be reflected automatically on the account of the candidate after two working days from the date of payment at the bank.

(e) Thereafter, the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature.

(f) Please print the Acknowledgement Receipt and Application Form generated by the system on this phase after completion of fee payment process for further reference.

For any technical query/complaint, payment etc. please email to admin@ghcrecruitment.in and for any other queries please mail to ghc.rcell2013@gmail.com mentioning the Post Name in the Subject line and related Registration Code, Applicant Name, Father's Name alongside the grievance in the body of the e-mail.

6. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.

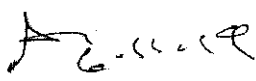7. **APPLICATION FEE:** The details of application fee to be paid by the candidates are indicated below.

For SC / ST(P) / ST(H)	For all others
Rs. 150/-	Rs. 300/-

8. Candidates are advised to apply online well before the last date and not to wait till the last date, so as to avoid heavy load on internet or website.

9. **TERMS AND CONDITIONS:**

i. Candidates need not submit any testimonial/certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualifications, computer qualifications, date of birth, caste, working experience etc. at subsequent stages when asked for.

ii. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.

iii. The list of provisional candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference.

iv. No TA/DA shall be paid to the candidates for appearing in the written test/skill test/interview etc.

v. Candidates who are already in the Government Service (Central/State or PSU) may apply through proper channel. They shall have to produce "No Objection Certificate" from the present Employer at the time of document verification before interview/viva-voce and they will have to submit release order at the time of joining.

vi. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.

vii. **Information submitted by an applicant in his/her application will bind the candidate and if found to be false, his/her candidature will be cancelled forthwith and he/she shall be liable for criminal prosecution.**

viii. The candidate will be responsible for any mistake made by him/her in the application form and the High Court shall not be responsible or liable in any way.

ix. The certificate for claim of reservation must be issued by competent authority.

x. **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**

xi. The High Court reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.

xii. All other matters which are not specifically provided in this advertisement shall be decided by the High Court.

REGISTRAR (ADMIN.)
cum-In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati.

Memo No. HC.XXXVII-34/2019(Part-1)/657A/R.CELL   **Dated   06.11.2019**

Copy to:

1. The Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance/Judicial/Establishment), Gauhati High Court, Guwahati.
3. The Registrar-cum- Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati for favour of his Lordship's kind information.
4. The Joint Registrar (_____), Gauhati High Court, Guwahati.
5. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
6. The Assistant Registrar (_____), Gauhati High Court, Guwahati.
7. The System Analyst, Gauhati High Court, Guwahati for immediate uploading of the Advertisement in the High Court website in the home page with the caption: **"Advertisement dated 06.11.2019 for direct recruitment of Chauffeur for the Principal Seat of Gauhati High Court."**
8. PS to Hon'ble Mr. Justice _____Gauhati High Court, Guwahati for favour of his lordship's kind information.
9. PS to Hon'ble Mrs. Justice _____Gauhati High Court, Guwahati for favour of her ladyship's kind information.
10. CA to the Registrar General/Registrar (Vig/Admin./Judl), Gauhati High Court, Guwahati.
11. The Gauhati High Court Notice Board.
12. Order File.

REGISTRAR (ADMIN.)
cum-In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati.