

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

ADVERTISEMENT

No. HC.XXXVII-27/2019/07/R.Cell

Dated Guwahati the 6th January, 2020

Online applications are invited from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up of the following vacancies in the Judicial Academy, Assam, a statutory autonomous organization established under the National Law University and Judicial Academy, Assam Act, 2009, situated at Amingaon, Kamrup(R), Assam. All the three vacant posts belongs to **unreserved category**.

Sl. No.	Name of posts	Scale of Pay	No. of post
1.	Stenographer Grade I	(PB-4) 30,000-1,10,000 +GP 13,300/-	1
2.	Stenographer Grade-II	(PB-3) 22,000-97,000 +GP 10,300/-	1
3.	Attender	(PB-1) 12,000-52,000+GP 3,900/- The nature of work of Attender will be multitasking such as cleaning of office, cleaning of office utensils, upkeep of files or any other works as entrusted by the superior authority.	1

1. Important Dates:

Sl. No.	Description	Last Date & Time
1.	Submission of online application starts from	10-01-2020, from 3:00 PM
2.	Last date for submission of online application	25-01-2020, till 4:30 PM
3.	Last date for payment of fees	28-01-2020, till bank transaction hour.

2. Age Limits:-

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

Sl. No.	Category	Minimum age	Maximum age
1	Unreserved	18	38
2	OBC/MOBC	18	41
3	SC	18	43
4	ST(P)/ST(H)	18	43
5	PWD	18	48

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

3. Eligibility:

Category of Post	Essential Qualification & Eligibility Conditions
Stenographer Grade I	Graduate with computer knowledge and diploma in Shorthand having preferable speed of 120 w.p.m and computer typing speed of preferably 40 w.p.m. Diploma in Stenography should be from an institution recognized by NCVT (National Council for Vocational Training, Ministry of Skill Development and Entrepreneurship).
Stenographer Grade II	Graduate with computer knowledge and diploma in shorthand having preferable speed of 100 w.p.m and computer typing speed of preferably 40 w.p.m. Diploma in Stenography should be from an institution recognized by NCVT (National Council for Vocational Training, Ministry of Skill Development and Entrepreneurship).
Attender	Minimum 8 th standard pass but shall not be a graduate.

N.B. For the post of Stenographer Grade-I and Stenographer Grade-II the candidates must possess working knowledge in the official language of the State of Assam i.e Assamese.

4. Selection process:

For Stenographer Grade I

Stage(s)	Description	
Stage I	Stenography Test (Dictation and transcription)	90 marks
	Voice test before dictation	2 minutes
	Speed test in shorthand at a speed of 120 words per minute (total 840 words)	7 minutes
	Time to be given to the candidates for testing the computer	3 minutes
	Time for transcription of the dictated portion in computer	20 Minutes
Stage II	Written Examination (Descriptive Type)	100 Marks
	Candidates equal to 10 (ten) times the number of vacancies (1:10) in order of merit in the Stenography test will be called for the written examination.	
	Written Examination of 2 hours duration on English language proficiency (100 marks) on the touchstone of Composition, Essay and Grammar.	

	The written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.
The Gauhati High Court reserves the right to fix the cut off mark for the stenography test and the written examination.	
	Interview/Viva-Voce (30 marks)
Stage III	Candidates equal to 3 times of the number of vacancies (1:3) in order of merit in the Stenography test will be called for viva-voce subject to qualify in the written examination. The candidates shall have to secure a minimum of 60% marks in the Viva Voce in order to be selected in the merit list.
The final selection will be made on the basis of marks obtained in Stage I and Stage III i.e. Stenography test and Interview/Viva-Voce only.	
Note: In case of candidates obtaining equal total marks, one who obtains more marks in the Stenography test will be given preference. Where marks obtained by such candidates in the Stenography test are also same, the candidate who is senior in age will be given preference.	

For Stenographer Grade II

Stage(s)	Description	
Stage I	Stenography Test (Dictation and transcription)	90 marks
	Voice test before dictation	2 minutes
	Speed test in shorthand at a speed of 100 words per minute (total 700 words)	7 minutes
	Time to be given to the candidates for testing the computer	3 minutes
	Time for transcription of the dictated portion in computer	25 Minutes
Stage II	Written Examination (Descriptive Type)	100 Marks
	Candidates equal to 10 (ten) times the number of vacancies (1:10) in order of merit in the Stenography test will be called for the written examination.	
	Written Examination of 2 hours duration on English language proficiency (100 marks) on the touchstone of Composition, Essay and Grammar.	
	The written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.	

The Gauhati High Court reserves the right to fix the cut off mark for the stenography test and the written examination.

	Interview/Viva-Voce (30 marks)
Stage III	Candidates equal to 3 times of the number of vacancies (1:3) in order of merit in the Stenography test will be called for viva-voce subject to qualify in the written examination. The candidates shall have to secure a minimum of 60% marks in the Viva Voce in order to be selected in the merit list.

The final selection will be made on the basis of marks obtained in Stage I and Stage III i.e Stenography test and Interview/Viva-Voce only. The candidates must possess working knowledge in the official language of the State of Assam i.e Assamese.

Note: In case of candidates obtaining equal total marks, one who obtains more marks in the Stenography test will be given preference. Where marks obtained by such candidates in the Stenography test are also same, the candidate who is senior in age will be given preference.

For Attender

Stage(s)	Description	Marks
Stage I	Written Test (Objective Type Multiple Choices) of 1 ½ hour (Ninety Minutes) duration.	
	General English, General Knowledge and General Aptitude.	50
	Official Language of Assam (Assamese), which will be qualifying in nature. Qualifying marks shall be 40% of 20 i.e. 8. Marks obtained in the Assamese language segment will not be considered in preparing the merit list.	20
Stage II	Interview/Viva Voce	15
	Candidates in the ratio of 1:3, in order of merit in the written test will be called for the Interview/Viva voce. The candidates shall have to secure a minimum of 60% marks in the Viva Voce in order to be selected in the merit list.	

Final Select list will be prepared based on the total marks obtained in Stage I and Stage II i.e written test and Interview/Viva Voce.

The Gauhati High Court reserves the right to fix cut off marks, if any, for the written test.

Note: In case of candidates obtaining equal total marks, one who obtains more marks in the written test will be given preference. Where marks obtained by such candidates in the written test are also same, the candidate who is senior in age will be given preference.

4. 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 recruitment of Various Posts in the Judicial Academy, Assam'.

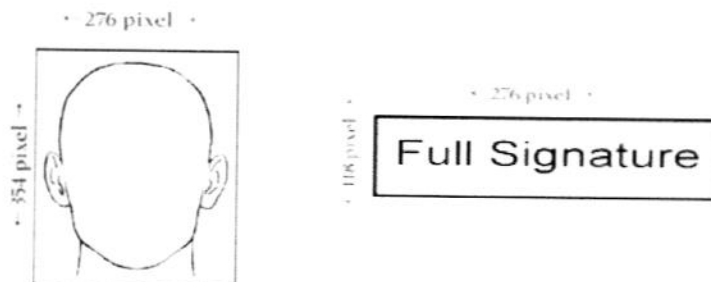
(b) Click on "New Registration". Provide the required information in that page, and then click "Submit Registration". The system will generate a Registration Code which will be displayed below the "Submit Registration" button. Though the system is designed to send e-mail immediately acknowledging the 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**. 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 assistance for submission of online application forms please email to ghcrec@gmail.com mentioning the Post Name in the subject line and related Registration Code (if any), Applicant's name and Father's name indicating the grievance in the body of the e-mail. A copy of the email should also be sent to ghc.rcell2013@gmail.com.

5. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.
6. **APPLICATION FEE:** The details of application fee to be paid by the candidates are indicated below. Persons with disability (PWD) need not pay fees.

<i>For SC/ST</i>	<i>For all others</i>
<i>Rs. 150/-</i>	<i>Rs. 300/-</i>

7. Fee once paid shall not be refunded under any circumstances. The fee will also not be held in reserve for any other examination or selection.



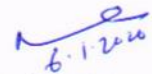
8. Candidates are advised in their own interest to apply online well before the last date and not to wait till the last date, so as to avoid heavy load on internet or website.

9. TERMS AND CONDITIONS:

- i. Merely satisfying the eligibility criteria will not entitle a candidate to be called for the written examination /skill test / viva-voce etc.
- ii. 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, stenography skill, computer applications, date of birth, caste, working experience, No objection Certificate(if applicable) etc. at subsequent stages when asked for.
- iii. Number of posts may vary at the time of final selection on either side.
- iv. No person, who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the aforementioned posts.
- v. The admission of candidates at all stages of the selection process shall be purely provisional and subject to their satisfying the prescribed eligibility criteria. If, on verification at any time before or after the selection process, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any notice. Mere calling of candidate to written examination/skill test/interview etc. or issuance of admits cards/call letter etc. does not mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and the High Court reserves the right to reject the candidature of any candidate at any time.
- vi. The provisional list of the candidates, with Roll Nos. will be published in the High Court website for the candidates' reference.
- vii. No TA/DA shall be paid to the candidates for appearing in the written test/Stenography test/viva-voce etc.
- viii. Candidates who are already in the Government Service in State/Central/PSU may apply after intimating their employers regarding submission of online application forms for the advertised vacancies. They shall have to produce "No Objection Certificate" from their present employer at the time of document verification and "Release Order" at the time of appointment.
- ix. The High Court may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to written examination/Stenography test/interview etc. by publishing a notification in the official website and notice board of the High Court. Candidates are advised to visit the official website (**www.ghconline.gov.in**) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.

- x. Application form, which is incomplete in any respect, such as without the photograph and signature upload, is liable to be rejected summarily, unless otherwise decided by the High Court.
- xi. Any information submitted by an applicant in his/her application will bind the candidate personally. 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.
- xii. The certificate for claim of reservation must be issued by the competent authority.
- xiii. **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
- xiv. The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- xv. The examination materials will be destroyed, due to scarcity of space, after one year of publication of the final select list, unless otherwise decided by the High Court.
- xvi. All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.

By order,



Registrar (Admin)-cum-
In Charge, Centralized Recruitment
Gauhati High Court, Guwahati

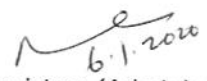
Memo No.HC.XXXVII-27/2019/07A/R.Cell

Dated Guwahati 06-01-2020

Copy to:

1. The Registrar General, Gauhati High Court, Guwahati.
2. The 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 Administrative Officer (Judicial)_____, Gauhati High Court, Guwahati.
8. The Project Manager, Computer Section, Gauhati High Court, for immediate uploading of the advertisement in the High Court website with the caption: "**Advertisement dated 06-01-2020 for direct recruitment of Various Posts in the Judicial Academy, Assam**" with a scroll in the home page.
9. PS to Hon'ble Mr. Justice _____Gauhati High Court, Guwahati for favour of his lordship's kind information.

10. PS to Hon'ble Mrs. Justice _____ Gauhati High Court,
Guwahati for favour of her ladyship's kind information.
11. CA to Registrar (Admin), Gauhati High Court, Guwahati.
12. Notice Board.
13. Order File.


6.1.2020
Registrar (Admin)-cum-
In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati