

GAUHATI HIGH COURT

Guwahati-781001 (Assam)

Website: <http://www.ghconline.gov.in>

RECRUITMENT ADVERTISEMENT NO. PS-03/2013

Online Applications by using the official website of Gauhati High Court are invited for direct Recruitment to the following posts in the **Principal Seat of Gauhati High Court and Sub-ordinate Judiciary of Assam** by **22-02-2013**. The post wise break up of vacancies are as under:

ITEM NO.	VACANCY CODE NO.	NAME OF THE POST	VACANCIES
Principal Seat			
1	STE PS1	Stenographer Grade-I	7
2	STE PS2	Stenographer Grade-II	9
Sub-ordinate Judiciary			
3	STE SJ1	Stenographer Grade-I	9
4	STE SJ2	Stenographer Grade-II	25
5	STE SJ3	Stenographer Grade-III	13
TOTAL (Vacancy position may vary at the time of actual recruitment)			63 posts

Candidates willing to apply for the above posts **must apply online** through the official website on or before **22-02-2013** after which the link will be disabled. Candidates are required to take printout of the final system generated application form and keep it for further communications with the High Court.

It is mandatory for each applicant to have his or her own valid email address since all communications may be made through email. The candidates are requested to **keep their Registration ID (Generated at the time of successful submission of online application) till the end of the recruitment process** as it would be necessary to download admit cards and receive any information as and when sent by the Gauhati High Court. **No request would be entertained if they are misplaced or forgotten.**

Candidate must not be less than **18 years and more than 38 years** of age as on the date of advertisement. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category.

The candidates **NEED NOT SUBMIT** any testimonial/ certificate or print out of the form at this stage. Application along with the required documents would be scrutinized at the time of interview/viva voce.

Incomplete/ incorrect applications or applications submitted through modes other than the prescribed ONLINE format will not be entertained and will be summarily rejected.

Applications received after the last date will not be entertained under any circumstances. Candidates already in Government services should produce a No Objection Certificate from a competent authority, if and when called for the interview.

Examinations will be conducted in Guwahati. However, the decision of the Hon'ble Gauhati High Court will be final.

The required qualification for the post of Stenographers is as follows:

Principal Seat

Stenographer Grade-I : Candidates should possess a Bachelor's degree from a recognized University preferably with a Diploma in Stenography in English with a minimum speed of 120 wpm in shorthand and 50 wpm on a computer. Due weightage will be given to a law Graduate.

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Stenographer Grade-II : Candidates should possess a Bachelor's degree from a recognized University preferably with a Diploma in Stenography in English with a minimum speed of 100 wpm in shorthand and 40 wpm on a computer. Due weightage will be given to a law Graduate.

Sub-ordinate Judiciary

Stenographer Grade-I & Grade-II : Candidates should possess a Bachelor's degree from a recognized University with a Diploma from ITI/ Polytechnic in Stenography.

Stenographer Grade-III : Candidate should be H.S. pass with a Diploma from ITI/ Polytechnic in Stenography.

Candidates will have to appear in written test and interview at the time and place to be notified later on. The scheme of selection process would be as follows:

Stage 1: Written Examination. Objective type, OMR based answer scripts.

Stage 2: Stenography test

Stage 3: Viva-voce/ Interview

Details of Stenography test:

For Grade-I:

Sl. No.	Details	Marks
1	Written test in English & General Knowledge	20 Marks
2	Voice testing before dictation	2 Minutes
3	Speed test in Shorthand at a speed of 120 words per minute (Duration 7 minutes) [840 words]	65 Marks
4	Time to be given to the candidates for testing the computer	3 Minutes
5	Time for transcription of the dictated portion	20 Minutes
6	Candidates securing 60% or more marks (Out of 85 will only be called for viva voce/ interview in due course)	
7	Viva voce	15 Marks

For Grade-II:

Sl. No.	Details	Marks
1	Written test in English & General Knowledge	20 Marks
2	Voice testing before dictation	2 Minutes
3	Speed test in Shorthand at a speed of 100 words per minute (Duration 7 minutes) [700 words]	65 Marks
4	Time to be given to the candidates for testing the computer	3 Minutes
5	Time for transcription of the dictated portion	20 Minutes
6	Candidates securing 55% or more marks (Out of 85 will only be called for viva voce/ interview in due course)	
7	Viva voce	15 Marks

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For Grade-III:

Sl. No.	Details	Marks
1	Written test in English & General Knowledge	20 Marks
2	Voice testing before dictation	2 Minutes
3	Speed test in Shorthand at a speed of 80 words per minute (7 minutes) [560 words]	65 Marks
4	Time to be given to the candidates for testing the computer	3 Minutes
5	Time for transcription of the dictated portion	20 Minutes
6	Candidates securing 50% or more marks (Out of 85 will only be called for viva voce/ interview in due course	
7	Viva voce	15 Marks

Reservation in posts vacant in the Principal Seat will be as per the Gauhati High Court Service Rules, whereas, in the case of vacant posts in Sub-ordinate judiciary, Reservation policy of the Government of Assam will be followed. For the reserved category candidates, the minimum marks to be secured shall be reduced by 5%.

Kindly check the Gauhati High Court website regularly for notices and downloading the prescribed Bank Challan Form as well as Fee details and any latest information. No T.A., D.A. will be paid for appearing in the written test/ interview. Mode of selection as well as the transcription period may be modified by the Hon'ble High which will be notified in the official website.

The posts in the Sub-ordinate judiciary are transferable and the candidate will be allotted a place of posting as per the requirements and availability of vacancy in the sub ordinate courts of Assam. Decision of the Hon'ble Gauhati High Court in all such matters will be final.


All other matters not specifically provided herein shall be as decided by the Recruiting authority.

Sd/-
OSD & Registrar (Administration), i/c
-cum- In Charge, Recruitment Cell

Memo No. HC. XXX VI-05/2013/3088-3091/R. Cell, Dated 07-02-2013

Copy to:

- ✓ 1. System Analyst for uploading the Advertisement immediately in the official website of the High Court.
2. CA to the Registrar General, Gauhati High Court, Guwahati.
3. The High Court Notice Board.
4. The Order File.


3/2/13
(R. Duarah)
OSD & Registrar (Administration), i/c
-cum- In Charge, Recruitment Cell