

THE GAUHATI HIGH COURT AT GUWAHATI

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

ADVERTISEMENT

No. SJ-09/2013

Dated:11/04/2013

1. Online applications are invited till **5.00 pm of 15-05-2013**, for filling up of the following posts in the **subordinate court establishments** within the state of Assam (including 4 new districts of Dima Hasao, Karbi Anglong, Chirang & Baksa), under the jurisdiction of Gauhati High Court, in the usual scale of pay and other allowances as admissible under the Rules:

| Sl. No. | Name of the post | No. of posts to be filled up |
|---------|----------------------------------|------------------------------|
| 1 | Lower Division Assistants (LDAs) | 185 |
| 2 | Copyist/ Typists. | 102 |

The number of vacancies is indicative only, and likely to vary on either side (increase or decrease) at the time of preparation of final select list. The total number of district wise vacancies is being ascertained and vacancies that may arise within 31-12-2013 shall also be included along with the posts advertised herein. Reservation of posts would be as per relevant Acts, Rules, Orders and Notifications issued by the Government of Assam from time to time.

Candidates will be required to indicate the district for which they wish to apply, in their application form. However, the indicated district will be treated as preference only and depending on the exigencies, Gauhati High Court reserves the right to appoint/transfer a selected candidate to any subordinate court establishment within the state of Assam.

Candidates who are permanent residents of Assam may only apply.

2. AGE:-

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

| Sl. No. | Category | Minimum age | Maximum age |
|---------|----------|-------------|-------------|
| 1 | General | 18 | 38 |
| 2 | OBC/MOBC | 18 | 41 |
| 3 | SC | 18 | 43 |
| 4 | ST | 18 | 43 |
| 5 | PWD | 18 | 48 |

3. ELIGIBILITY CRITERIA:

- The candidate should be a graduate or equivalent thereto from a UGC recognized university.
- He must be a permanent resident of the State of Assam.
- He must have proficiency in computer operations (MS Word or word processing and MS Excel spread sheet).

(d) Candidates having the following qualification(s) would be given extra weightage of 5 (five) marks in addition to the total marks (marks obtained in written test and interview).

- (i) B.Com (Accountancy) with Tally
- (ii) M.Com (Accountancy) with Tally
- (iii) BBA degree.
- (iv) MBA degree or equivalent.
- (v) BCA degree.
- (vi) MCA degree.
- (vii) B.Sc. (IT)
- (viii) M.Sc. (IT)
- (ix) B.Sc. (Computer Science)
- (x) M.Sc. (Computer Science)
- (xi) LL.B/LL.M

4. SELECTION PROCESS

There will be a single selection process for LDAs as well as Copyist/Typist. The post indicated by the candidate in his/her application form will be treated as his/her preference only and a selected candidate may be appointed to the post of either LDA or Copyist/ Typist depending on his/her position in the final merit list or as otherwise decided by the Recruiting Authority.

The combined selection test will consist of a written examination (Objective type questions with multiple choices) of one paper (100 marks) conducted on OMR answer scripts and viva-voce (25 marks). The detailed break up of marks shall be as follows:

| Sl. No. | Subject | |
|---------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| 1 | Written examination (Objective type questions with multiple choices) (2 hour duration) | General English (40 questions) |
| 2 | | General Knowledge (20 questions) |
| 3 | | General Intelligence (Logical reasoning & analytical ability) 40 questions |
| 4 | Viva-voce/Interview- 25 marks | |

The candidates will have to attempt 100 objective type questions on OMR sheet. For every correct answer, the candidate will be awarded 1 (one) mark. There will be no negative marking for any wrong answer. The question(s) not attempted will receive no credit or discredit. The cut off marks for the written examination shall be as decided by the Recruiting Authority.

Thereafter, subject to qualifying the written examination, candidates equal to 3 times of the number of vacancies (1:3 in order of merit in the written examination) will be called for viva voce. Checking of original certificates/testimonials will be done at the time of viva voce/Interview. Final selection shall be subject to overall suitability.

5. HOW TO APPLY ONLINE

- a) Candidates are required to apply online through the official website of Gauhati High Court viz. www.ghconline.gov.in and no other means/ mode of application will be accepted. Application made through any other mode(s) shall be rejected summarily, without any communication.
- b) Candidates are required to go to the website www.ghconline.gov.in and should invariably download a copy of the advertisement first. The candidate is expected to read every detail of the advertisement before applying and thereafter ensure that he/she has a printout of the "Fee Payment Challan", available along with the advertisement.
- c) Fill up the "Fee Payment Challan" in a clear and legible handwriting in BLOCK LETTERS.
- d) Go to the nearest State Bank of India Branch with the "Fee Payment Challan" and pay, in Cash, the appropriate Application Fee into **SBI Powerjyoti Account No. 325 1228 4007**. The fee once paid will not be refunded in any case. The candidate must retain with him/her the candidates' copy of the Fee Payment Challan in original for future use/reference. Bank transaction charges will have to be borne by the candidates.

The details of fee to be paid are indicated below:

APPLICATION FEE

| Name of the Post | For SC/ST/PWD | For all others (including OBC/MOBC) |
|------------------------|---------------|-------------------------------------|
| LDA and Copyist/Typist | Rs. 100/- | Rs. 200/- |

- e) Candidates should obtain the Applicant's Counterfoil Copy of the "Fee Payment Challan" duly authenticated by the Bank with (a) Branch Name & Code No, (b) Transaction ID/Journal number (c) Date of Deposit & amount filled in by the Branch Official.
- f) Before proceeding to the next step, the candidate must ensure that he/she has the scanned image files of his/her photograph & signature in PC/Pen drive/other soft media, pen & paper and application fee remittance details (Transaction details such as Transaction No./ Journal No., Branch Name and Code etc.) for immediate uploading in the website along with application data. For details please see **Guidelines for Uploading Photographs and Signature** available in the online application web module. Any application without photograph and signature will be summarily rejected unless otherwise decided by the Gauhati High Court.
- g) Candidates are now ready to apply online by re-visiting the "RECRUITMENT" section of the website www.ghconline.gov.in and going to the appropriate sub link of the website to open up the **Online Application Web Portal** for applying for the posts of LDA/Copyist/typist. All the fields in the online Application Form should be filled up carefully.
- h) Carefully fill up all the details including fee payment details from the "Fee Payment Challan" in the Online Application Form at the appropriate places and also upload the photograph & signature of the candidate in appropriate places of the **Online Application Form**.

- i) The TRANSACTION NO./ JOURNAL NO. given by the BANK on the Fee Payment Challan is to be a SEVEN OR EIGHT DIGIT NUMERIC CHARACTER, which is to be filled in the Transaction No./ Journal No. field of the online application form. Considering the All India spread of the SBI, there is a possibility of writing of Transaction ID/ Journal No. on the "Fee Payment Challan" by the bank staff in different ways, such as TID-0012121212 OR J-0012121212 OR 0012121212 etc. if in eight digits OR as Tid-001212121 OR J-001212121 OR 001212121 etc. if in seven digits. CANDIDATES SHOULD FILL IN ONLY THE LAST 7 OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ANY ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES. In the above two cases, fill the Transaction No./ Journal No. as 12121212 OR 1212121.
- j) On completion of the process of filling up of the "Online Application Form" candidate should carefully check the data entered by them and if any discrepancy is detected, the same should be edited/corrected before submitting the online application. If on such careful checking the information entered is found to be correct, candidate should click on "**submit**" button to complete his Registration process.
- k) On successful submission of the online application form, a unique Registration ID will be automatically generated on the webpage and the candidates should note down the Registration ID immediately for future use/reference and should not reveal the same to any other person.
- l) After noting down the Registration ID, the candidates should click the "**View your submitted application**" button to view his/her submitted Application Form.
- m) Thereafter, candidate should take a printout of the application form for future reference by clicking on the "**Print your application**" button.
- n) Original Fee Payment Challan (Candidate's copy) and the printout of the online application form will have to be submitted at the time of Viva-Voce. Candidates are advised to keep a photocopy of the "Fee Payment Challan" and a photocopy of the printout of the submitted online application form.
- o) CANDIDATES SHOULD NOT SEND A PRINTOUT OF THE APPLICATION / FEE PAYMENT CHALLAN TO THE GAUHATI HIGH COURT AT THE STAGE OF SUBMISSION OF ONLINE APPLICATION FORM.
- p) A copy of the Application printout along with the Fee Payment Challan and required copies of testimonials should be kept ready for submission to the Gauhati High Court, if short listed for Viva-Voce.
- q) In case a candidate fails to deposit the fee, his/her application shall be cancelled / rejected without further communication and shall not be considered for further processing.
- r) After closure of Advertisement, the list of candidates, with allotted Roll Nos., will be published in the High Court Website for candidates' reference.

- s) The candidates are to download and print their admit cards by visiting the website again by entering their registration ID. Candidates are advised to visit the official website of Gauhati High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
- t) Candidates are advised, in their own interest, to apply online much before the expiry of the date & time for inviting applications and not to wait till the last date for depositing the fee or apply online in order to avoid the possibility of disconnection/inability/failure etc. to log on the website on account of heavy load on internet/web jam.

6. TERMS AND CONDITIONS

- (a) One candidate will be allowed to submit 1 (one) **application only indicating preference for a post in one district**. As the examination for all the posts mentioned herein, is the same, candidates are requested NOT TO apply for more than one post or in more than one district.
- (b) The post indicated by the candidate will be treated as his/her preference only and a selected candidate may be appointed to the post of LDA or Copyist/ Typist depending on his/her position in the final merit list or as otherwise decided by the Recruiting Authority.
- (c) The district indicated in the application form by a candidate will be treated as preference only and depending on the exigencies, Gauhati High Court may appoint/transfer a selected candidate to any subordinate court establishment within the state of Assam.
- (d) Written Examination (Objective type, OMR based) will be held on a single day across Assam in selected centers.
- (e) Centre(s) of examination shall be the districts where vacancies are required to be filled up. However, Gauhati High Court reserves the right of holding the examination in center or centers other than those indicated herein.
- (f) List of successful candidates of the written examination will be published in the official website of Gauhati High Court, Notice Board etc. and eligible candidates will be called for Viva-voce to be held at venues fixed by the Gauhati High Court, depending on the exigencies.
- (g) Final merit list of the candidates will be prepared District wise or as decided by the Gauhati High Court. Preference of the selected candidates with regard to their place of posting & post indicated in respective application forms may be considered depending on a candidate's position in the merit list. However, Gauhati High Court reserves the right to allot any district as the place of posting of a candidate.
- (h) The application must be submitted through online mode only. No other means/mode of application will be accepted or entertained in paper form, which is sent to the High Court directly.
- (i) Merely satisfying the eligibility criteria does not entitle a candidate to be called for written test.
- (j) The Gauhati High Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.

- (k) The certificate for the claim of reservation must be issued by the competent authority.
- (l) 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 service.
- (m) The admission of candidates at all stages of the test will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time before or after the selection test, 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 candidates to written examination/interview/issuance of admit card/call letter etc. does not amount to acceptance of candidature of any candidate which shall be further scrutinized at every stage.
- (n) Application submitted through online Form does not imply that candidate has fulfilled all the criteria given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected at any subsequent point of time, if the candidate is found to be not fulfilling the eligibility criteria at any point of time.
- (o) To ascertain payment of application fee, the Journal No. entered by the candidates in the online application form shall be verified with bank and application containing false/incorrect journal No. shall be rejected summarily even though Registration ID has been generated against such submission of online application form.
- (p) No TA/DA shall be paid to the candidates for appearing in the written examination/viva voce etc.
- (q) Gauhati High Court may decide to hold computer skill test (MS Word or Word processing & MS Excel Spreadsheet) which shall be of qualifying in nature and marks obtained therein shall not be counted in total aggregate marks. In the event of such computer skill test being held, only those candidates shall be called to interview who qualify in the said computer skill test in addition to qualifying the written examination.
- (r) The Appointing Authority may put the finally selected candidates on probation for a particular period.

7. OTHER IMPORTANT INSTRUCTIONS

- (a) Candidates will bring printouts of their downloaded admit cards at the time of written examination. No separate admit cards will be sent/issued to the candidates for appearing in written examination.
- (b) If by mistake a candidate had entered wrong data in the application form, then there is a provision to modify/edit the application in the online application module itself.
- (c) Online application, which is incomplete in any respect, such as without the photograph and signature uploaded in the online application form, is liable to be rejected summarily, unless otherwise decided by the High Court.

- (d) Any information submitted by an applicant in his/her application will bind the candidate personally and if found to be false shall be liable for criminal prosecution apart from consequences in civil law as may be deemed requisite by the High Court. That upon furnishing wrong information, it shall entail rejection of candidature.
- (e) The candidate will be responsible for any mistake made by him/her in the online application form and the Recruiting Authority shall not be responsible or liable in any manner.
- (f) The result may be displayed on website www.ghconline.gov.in in addition to Notice Board(s) etc.

8. Gauhati High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.


9. All other matters regarding the recruitment process which are not specifically provided herein shall be as decided by the Gauhati High Court from time to time.

Sd/-
Registrar (Administration)-cum-
In Charge, Recruitment Cell,
Gauhati High Court

Copy to:-

Memo No. HC. XXX VII-47/2012/3390-3393/R. Cell., Dated 11/04/2013

1. C.A to Registrar General, Gauhati High Court, Guwahati
2. System Analyst for immediate uploading of Advertisement in the official website of Gauhati High Court, Guwahati.
3. Notice Board, Gauhati High Court, Guwahati
4. Order Copy


11/4/13
Registrar (Admin.)
-cum- In Charge, Recruitment Cell
Gauhati High Court, Guwahati