

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-12/2018/271/R.CELL

Dated Guwahati the 26th April, 2018

1. Online applications are invited from eligible candidates for filling up of the following categories of posts in the Judicial Academy, Assam, Guwahati in the usual scale of pay mentioned against the posts. The number of vacancies shown is indicative only and may vary at the time of final selection. Reservation of posts for different categories would be as per Rules.

Name of the post	Pay Scale			Number of vacancies
	Pay Band	Scale	Grade Pay	
Administrative Officer	4	Rs. 30,000/- – Rs. 1,10,000/-	Rs. 14,500/-	1
Stenographer Grade-I	4	Rs. 30,000/- – Rs. 1,10,000/-	Rs. 14,500/-	1
Librarian	4	Rs. 30,000/- – Rs. 1,10,000/-	Rs. 14,500/-	1
Programmer	3	Rs. 22,000/- - Rs. 87,000/-	Rs. 11,500/-	1
Superintendent	3	Rs. 22,000/- - Rs. 87,000/-	Rs. 11,500/-	1
Accounts Officer/Accountant	3	Rs. 22,000/- - Rs. 87,000/-	Rs. 9,100/-	1
Senior Administrative Assistant	3	Rs. 22,000/- - Rs. 87,000/-	Rs. 9,100/-	1
Stenographer Grade-II	3	Rs. 22,000/- - Rs. 87,000/-	Rs. 9,100/-	1
Junior Administrative Assistant	2	Rs. 14,000 – Rs. 49,000/-	Rs. 7,400/-	2
Stenographer Grade-III	2	Rs. 14,000 – Rs. 49,000/-	Rs. 7,400/-	1
Library Assistant	2	Rs. 14,000 – Rs. 49,000/-	Rs. 7,400/-	1
Computer Operator	2	Rs. 14,000 – Rs. 49,000/-	Rs. 6,200/-	1
Driver	2	Rs. 14,000 – Rs. 49,000/-	Rs. 5,000/-	1
Duftry	1	Rs. 12,000/- - Rs. 37,500/-	Rs. 4,400/-	1
Attender	1	Rs. 12,000/- - Rs. 37,500/-	Rs. 3,900/-	5
Cook	1	Rs. 12,000/- - Rs. 37,500/-	Rs. 3,900/-	1
Total				21



Important Dates		
Sl. No.	Description	Date
1.	Submission of Online Application.	4 th May, 2018 from 2.00 pm
2.	Last date for Submission of Online Application.	18 th May, 2018 till 5.00 pm
3.	Last date for payment of fee.	22 nd May, 2018 till bank transaction hour

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	Minimum age	Maximum age
1.	General (including OBC/MOBC)	18	38
2.	SC	18	43
3.	ST (P) & ST (H)	18	43
4.	PWD	18	48

3. POSTS AND ELIGIBILITY CRITERIA:

i. Post: Administrative Officer:

Eligibility: Graduate in any stream with Diploma in Management/Personnel Management & Industrial Relations with 5 years' experience.

ii. Post: Stenographer Grade-I:

Eligibility: Graduate with computer knowledge and diploma in Shorthand having speed of 120 w.p.m. and computer typing speed of 40 w.p.m. with minimum 10 years' experience in the Gauhati High Court/ District Judiciary/ Educational Institutions/ Universities etc.

iii. Post: Librarian:

Eligibility: Post-Graduate degree in Library Science from a recognized University (Diploma holder in Information Science from a recognized University/reputed Institution to be preferred) with minimum experience of 2 years in a reputed library.

Or,

Graduate with Diploma/Degree in Library Science from a recognized University (Diploma holder in Information Science from a recognized University/reputed Institution to be preferred) with minimum experience of 5 years in a reputed library.

Or,

Officers of Central/State Government or Universities holding analogous post.

Desirable; Knowledge of computer applications in a library.

iv. Post: Programmer:

Eligibility: B.E. (Computer Engineering/IT)/MCA with at least 50% marks and 3 years' experience of management of Computer Network System (LAN and WAN having TCP/IP skills), web servers, library servers, maintenance of hardware & software devices, Digital Library and website design, knowledge of Windows and Linux Platform, ability to implement network security, firewall, routers, etc.

v. Post : Superintendent:

Eligibility: Graduate working as Administrative Officer (Judicial) in the Gauhati High Court or as Sheristadar in District Court.

vi. Post: Accounts Officer/ Accountant:

Eligibility: Graduate in Science/Commerce with minimum of 5 years' experience of maintenance and audit of accounts, etc. in Gauhati High Court/District Court/ Educational Institutions/ Universities, etc.

vii. Post: Stenographer Grade-II:

Eligibility:

Graduate with computer knowledge and shorthand speed of 100 w.p.m. and computer typing speed of 40 w.p.m. with minimum experience of 5 years in the profession.

viii. Post: Stenographer Grade-III:

Eligibility:

Graduate with Shorthand speed of 80 w.p.m. and computer typing speed of 40 w.p.m. having computer knowledge and good academic record with minimum experience of 3 years in the profession.

ix. Post: Senior Administrative Assistant:

Eligibility: Graduate with 7 years service in the establishment of Gauhati High Court/District Court.

x. Post: Junior Administrative Assistant:

Eligibility: Graduate with computer typing speed of 35 w.p.m. and must have knowledge of computer.

xi. Post: Library Assistant:

Eligibility: Graduate with Diploma/Degree in Library Science from a recognized University (Diploma holder in Information Science from a recognized University/reputed Institution to be preferred)

Or

Officers of Central/State Government or Universities holding analogous Post.

Desirable: Knowledge of computer applications in a library.

xii. Post: Computer Operator:

Eligibility: Graduate with Diploma in Computer Application.

xiii. Post: Driver

Eligibility: Matriculation or equivalent from a recognized Central or State Board having valid driving licence for light motor vehicle.

xiv. Post: Duftry:

Eligibility: Matriculation or equivalent from a recognized Central or State Board.

xv. Post: Attender:

Eligibility: Minimum 8th standard pass but shall not be a graduate.

xvi. Post: Cook:

Eligibility: Matriculation or equivalent from a Recognized Central or State Board and having experience of cooking for a recognized Institution.

4. SELECTION PROCESS: The process of selection of candidates for the aforesaid categories of posts will be notified in due course:

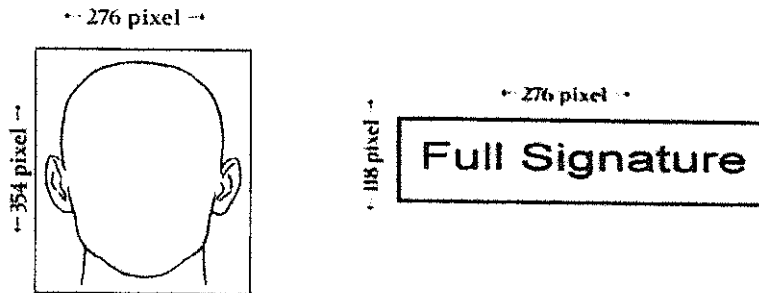
5. HOW TO APPLY: Before applying online, candidates must possess a valid e-mail ID and Mobile Number which are mandatory for registration. E-mail ID should be kept active. Though the system is designed to send e-mail immediately acknowledging the Registration Code, sometimes due to network congestion, 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 various posts**".
(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 query/complaint etc. please email to admin@ghcrecruitment.in 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.

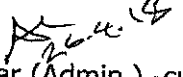
6. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.
7. **APPLICATION FEE:** The details of application fee to be paid by the candidates are indicated below. Persons with disability (PWD) need not pay fees.

For SC/ST	For all others
Rs. 150/-	Rs. 300/-

8. 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.
9. 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.
10. **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 the candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference. If any candidate has any grievances for inclusion/non-inclusion etc. of his/her name in the list so published, the same should be brought to the notice of the undersigned within the stipulated period indicated in the relevant notification. 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.
 - 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 may apply through proper channel. They shall have to produce "No Objection Certificate" from the present Employer at the time of document verification and they shall 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 liable for rejection.
- 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-12/2018/271/R.CELL

Dated Guwahati the 26th April, 2018

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 26th April, 2018 for direct recruitment to various posts in the Judicial Academy, Assam, Guwahati."
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 (Admin.), 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.