

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)  
Website: [www.ghconline.gov.in](http://www.ghconline.gov.in)

**ADVERTISEMENT**

No. HC. XXXVII-87/2013/4257/R.Cell

Dated Guwahati 18<sup>th</sup> July, 2013

1) Applications are invited till 19-8-2013, for filling up of the following vacant posts in the subordinate court establishments of the state of Arunachal Pradesh under the jurisdiction of Gauhati High Court, in the usual scale of pay. The number of vacancies is indicative only and may vary on either side at the time of preparation of final select list. Reservation would be as per policy of Govt. of Arunachal Pradesh.

Sl. No.	Name of the post	Scale of Pay	Group	No. of post
1	Sheristadar	9300-34800 + GP 4200	C	13
2	Stenographer Grade-II	9300-34800 + GP 4200	C	13
3	UDC	5200-20200 + GP 2800	C	15
4	Peshkar	5200-20200 + GP 2800	C	13
5	LDC - cum - Computer Operator	5200-20200 + GP 1900	C	15
6	Driver	5200-20200 + GP 1900	C	13
7	Process Server	4440-7440 + GP 1800	C	15
8	Office Peon-I	4440-7440 + GP 1300	D	13
9	Office Peon-II	4440-7440 + GP 1300	D	13
Total Posts : 123				

**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 (including OBC/MOBC and all others)	18	38
2	APST	18	43
3	SC	18	43
4	ST	18	43
5	PWD	18	48

**3. ELIGIBILITY & SELECTION CRITERIA FOR SHERISTADAR, UDC, PESHKAR, LDC-CUM-COMPUTER OPERATOR**

**(A) Eligibility Criteria:**

- (a) The candidate should be a graduate or equivalent thereto from a UGC recognized university.
- (b) He must have proficiency in operation of computers (word processing and MS Excel spread sheet).
- (c) 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) BCA degree.
  - (v) MCA degree.
  - (vi) MBA degree or equivalent.

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18/7/13

- (vii) B.Sc. (IT)
- (viii) B.Sc. (Computer Science)
- (ix) M.Sc. (IT)
- (x) M.Sc. (Computer Science)
- (xi) LL.B/LL.M

**B. Selection Criteria:**

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

Sl. No.		Subject
1	Written examination(Objective type 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 (Optical Mark Recognition) answer sheet. For every correct answer, the candidate will be awarded 1 (one) mark. The question(s) not attempted will receive no credit or discredit. The cut off marks shall be as decided by the Gauhati High Court.

Thereafter, the 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 and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. Gauhati High Court may decide to allot post, as per final merit position of the candidates. However, final selection/allotment of post shall be subject to overall suitability to be decided by the Gauhati High Court.

Provided that Gauhati High Court may decide to hold computer skill test (Word processing & MS Excel Spreadsheet) after the written examination, which shall be only qualifying in nature and marks obtained therein shall not be counted in total aggregate. In the event of such computer skill test being held, only those candidates shall be called to viva-voce who qualify in the said computer skill test. The qualifying marks of the computer skill test shall be as decided by the Gauhati High Court.

**4. ELIGIBILITY & SELECTION CRITERIA FOR STENOGRAPHER GRADE-II****(A) Eligibility Criteria**

- (a) The candidate should be Higher Secondary passed or equivalent thereto from a recognized Board/Council.
- (b) He must be holder of Diploma/Certificate from ITI/Polytechnic/or any other Institute in stenography.

**(B) Selection Criteria**

- (1) Candidates will have to appear in a stenography test as indicated below. The cut off marks shall be decided by Gauhati High Court. Thereafter, the 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 of 5 (Five) marks and checking of original testimonials. On the basis of marks obtained in stenography test and viva-voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Gauhati High Court.

Provided that depending on the number of applicants, Gauhati High Court may decide to hold a written test of 20 marks (Objective type with multiple choices) on OMR answer scripts on English & General Knowledge prior to holding of stenography test and thereafter call only those candidates to stenography test, who qualify in the written test. The qualifying marks of written test shall be as decided by the Gauhati High Court.

Sl. No.	Details	Marks
1	Voice testing before dictation	2 Minutes
2	Speed test in Shorthand at a speed of 80 words per minute (7 minutes) [560 words]	65 Marks
3	Time to be given to the candidates for testing the computer	3 Minutes
4	Time for transcription of the dictated portion in computer	20 Minutes

#### 5. ELIGIBILITY & SELECTION CRITERIA FOR DRIVER

##### (A) Eligibility Criteria

- The candidate should be at least Higher Secondary passed or equivalent thereto from a recognized Board/Council.
- He must be holder of valid driving license.

##### (B) Selection Criteria

Candidates will have to appear in a skill test of 50 marks. The cut off marks of skill test shall be as decided by Gauhati High Court. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the skill test, will be called for viva-voce of 5 (Five) marks and checking of original testimonials. On the basis of marks obtained in skill test and viva-voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Gauhati High Court.

Provided that depending on the number of applicants, Gauhati High Court may decide to hold a written test of 20 marks (Objective type with multiple choices) on OMR answer scripts on English & General Knowledge prior to holding of skill test and call only those candidates to skill test, who qualify in the written test. The qualifying marks of written test shall be as decided by the Gauhati High Court.

#### 6. ELIGIBILITY & SELECTION CRITERIA FOR PROCESS SERVER

##### (A) Eligibility Criteria

- The candidate should be Higher Secondary passed or equivalent thereto from a recognized Board/Council.

##### (B) Selection Criteria

Candidates will have to appear in a Written Test (Objective type multiple choices) of 100 marks. The cut off marks shall be as decided by Gauhati High Court. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the Written test will be called for viva-voce of 25 (Twenty five) marks and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Gauhati High Court.

#### 7. ELIGIBILITY & SELECTION CRITERIA FOR OFFICE PEON-I & OFFICE PEON-II

##### (A) Eligibility Criteria

- The candidate should be HSLC passed or equivalent thereto from a recognized Board/Council.

##### (B) Selection Criteria

Candidates will have to appear in a Written Test (Objective type multiple choices) of 100 marks. The cut off marks shall be as decided by Gauhati High Court. Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the Written test will be called for viva-voce of 25 (Twenty five) marks and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Gauhati High Court.

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**8. HOW TO APPLY**

- a) Candidates are first required to go to the website [www.ghconline.gov.in](http://www.ghconline.gov.in) , download and take printout of the “Fee Payment Challan” and the common “Application Form” available along with this advertisement.
- b) Fill in the “Fee Payment Challan” in a clear and legible handwriting in BLOCK LETTERS.
- c) 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. 32512284007. The fee once paid will not be refunded in any case. Bank transaction charges will have to be borne by the candidates.

The details of fee to be paid are indicated below:

**APPLICATION FEE**

For APST/SC/ST/PWD	For all others
Rs. 100/-	Rs. 200/-

- d) Candidates should obtain the Candidate’s 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.
- e) In case candidate fails to deposit the fee, and fails to submit the copy of the “Fee Payment Challan” along with the application form, his/her application shall be cancelled / rejected without further communication and shall not be considered for further processing.
- f) Candidates shall, thereafter fill the common Application Form and paste his/her recent passport sized coloured photograph in the given space of the application form and shall sign across the photograph. Two copies of the same photograph should be stapled in the top right corner of the application form and the candidate should write his/her name on the reverse of the stapled photographs. The envelope containing the application form should be super scribed as “**APPLICATION FOR THE POST OF.....**” indicating the choice of post of the candidate in the blank space and the same should be addressed to “**The Deputy Registrar, Itanagar Bench, Gauhati High Court, Naharlagun, Arunachal Pradesh.**”
- g) The envelope containing the Application Form should be sent by post so as to reach the aforementioned addressee on or before the last date. The Gauhati High Court will not be responsible for late receipt/non receipt of application forms.
- h) There is no need of submitting photocopy of any document at this stage, except the following, along with the application:
  - (1) The candidate’s copy of the “Fee Payment Challan” in original. The candidate should keep a photocopy of the same for his own record.
  - (2) Passport photos as indicated in sub-clause (f) above.
- i) Separate application will have to be submitted for applying for more than one post by paying separate fees therefor.
- j) Candidates who are already in Govt. Service will have to submit “No Objection Certificate” from proper authority at the time of viva-voce and checking of original document, if shortlisted for viva-voce.
- k) The list of the candidates, with allotted Roll Nos. will be published on high court website for reference of the candidates after closure of Advertisement.

**9. TERMS AND CONDITIONS:**

- (a) Candidates will have to appear for Written Test/Skill Test/Interview etc. as and when called for. No TA/DA will be admissible for that purpose.
- (b) The Gauhati High Court reserves the right to cancel the advertisement/alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- (c) The certificate for the claim of reservation must be issued by competent authority.
- (d) Merely satisfying the eligibility criteria do not entitle a candidate to be called for written test/skill test/viva-voce etc.

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- (e) 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.
- (f) The admission of candidates at all stages of the selection process 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 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. and mere issuance of admit card/call letter etc. does not necessarily mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and Gauhati High Court reserves the right to reject the candidature of any candidate at any subsequent stage of the selection process.
- (g) Gauhati High Court may put the finally selected candidates on probation for a particular period to be decided by the Gauhati High Court. Gauhati High Court reserves the right to reject the candidature of any candidate during the period of probation.
- (h) Posting and transfer of the finally selected candidates shall be as decided by the Gauhati High Court.
10. Candidates are advised for their own interest to regularly visit the aforementioned website for latest updates and information as Gauhati High Court may decide not to issue individual admit card/call letters etc. to any candidate and may decide to call candidates to appear in written test/skill test/viva-voce etc. by publishing relevant notification only in the aforementioned website.
11. All other matters which are not specifically provided herein shall be as decided by the Gauhati High Court.

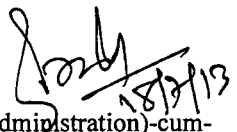
Sd/-  
Registrar (Administration)-cum-  
In Charge, Recruitment Cell,

Memo No. HC. XXXVII-87/2013/4258 to 4267 R.Cell

Dated Guwahati 18<sup>th</sup> July, 2013.

Copy to:

1. Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance), Gauhati High Court, Guwahati.
3. Registrar (Judicial), Gauhati High Court, Guwahati.
4. Registrar-cum- Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati for favour of his lordship's kind information.
5. Joint Registrar, Itanagar Bench, Gauhati High Court for information and necessary action.
- ✓ 6. System Analyst, Gauhati High Court, Guwahati for uploading of the Advertisement, Fee Payment Challan and Application Form in the high court website with the following caption: "**Advertisement for recruitment of staff for subordinate courts of Arunachal Pradesh :: Fee Payment Challan :: Application Form**" with scroll in the home page.
7. PS to Hon'ble Mr. Justice B. P. Katakey, Gauhati High Court, Guwahati for favour of his lordship's kind information.
8. PS to Hon'ble Mr. Justice H. Roy, Gauhati High Court, Guwahati for favour of his lordship's kind information.
9. PS to Hon'ble Mr. Justice C. R. Sarma, Gauhati High Court, Guwahati for favour of his lordship's kind information.
10. PS to Hon'ble Mr. Justice U. Bhuyan, Gauhati High Court, Guwahati for favour of his lordship's kind information.
11. Notice Board
12. Order File.

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