

THE GAUHATI HIGH COURT AT GUWAHATI
(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

ADVERTISEMENT

No. HC.V-05/2017/ 468 /Estt.

Dated 08.05.2017

1. Online applications are invited and will be received till 5 P.M. of 29.05.2017 from eligible candidates for filling up of the following vacancies in the **Principal Seat and Law Research Institute of the Gauhati High Court, Guwahati**. The number of vacancies shown below is indicative only and may vary at the time of final selection. Reservation of posts for different categories would be as per the Gauhati High Court Rules.

Name of the Post	Pay Scale	Total vacancy
Private Secretary	Rs. 12000 - 40000 + GP 5900/- (PB-4)	19 nos. [including 1 post for the Law Research Institute]
Senior Personal Assistant	Rs. 8000- 35000 + GP 4300/- (PB-3)	3 nos.

2.

Important Dates		
Sl. No.	Description	Time & Date
1.	Submission of Online Application starts from.	15.05.2017
2.	Last date for Submission of Online Application.	29.05.2017 [till 5 p.m.]
3.	Last date for payment of fee.	31.05.2017 [till Bank transaction hour]

3. **AGE:** Candidate must not be less than 18 years and more than 38 years of age as on 01.05.2017. The upper age limit will be relaxable by 5 years for candidates belonging to SC and ST category. Candidates working in State/Central Government Department against permanent posts will be entitled for age relaxation as per Rules.

4. **ELIGIBILITY CRITERIA:**

- a. **For the post of Private Secretary** : Candidates must possess a Bachelor's degree from a recognized University with a Diploma Certificate in Stenography/Shorthand in English with a minimum speed of 120 wpm in shorthand and 50 wpm typing speed on a computer. Due weightage will be given to a Law Graduate.
- b. **Senior Personal Assistant** : Candidates must possess a Bachelor's degree from a recognized University with a Diploma Certificate in Stenography/Shorthand in English with a minimum speed of 100 wpm in shorthand and 40 wpm typing speed on a computer. Due weightage will be given to a Law Graduate.


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- c. Candidates must possess the prescribed qualification on the date of submission of their applications. Candidates awaiting results of the qualifying examination for eligibility on the closing date of submission of application need not apply.

5. **MODALITIES:** The scheme of selection process for both the posts of Private Secretary and Senior Personal Assistant would be as follows:

Stage 1: Written Examination (Objective Type multiple choice) for 100 marks of 2 (two) hour duration on OMR answer scripts includes – General English, General Knowledge and General Aptitude. There shall be no negative marking.

The written examination will only be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.

Stage 2: Stenography test (Dictation and transcription) 90 Marks

Details of Stenography test:

For the post of Private Secretary:

Sl. No.	Details	Time
1.	Voice testing before dictation	2 Minutes
2.	Speed test in Shorthand at a speed of 120 words per minute [Total : 840 words]	7 Minutes
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

For the post of Senior Personal Assistant:

Sl. No.	Details	Time
1.	Voice testing before dictation	2 Minutes
2.	Speed test in Shorthand at a speed of 100 words per minute [Total : 700 words]	7 Minutes
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

Stage 3: Viva-voce/ Interview 10 Marks

Candidates will be called for viva-voce on the basis of the marks obtained in the Stenography Test. Final selection will be made on the basis of the total marks obtained by the candidates in the Stenography Test and Viva Voce. However, final selection shall be subject to overall suitability of the candidate to be decided by the Gauhati High Court. Where more than one candidate, obtain same grand total marks, the candidate who obtains more marks in the Stenography Test will get preference. Where the marks obtained by such candidates in the Stenography Test are also same, then the candidate who is senior in age will get preference.

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The High Court reserves the right to fix the cut off mark for all the three stages of the selection process.

HOW TO APPLY: Candidate who intends to apply for both the posts of Private Secretary and Senior Personal Assistant has to register and pay the fee for each post separately.

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. Registration Code will be sent through the registered e-mail ID.

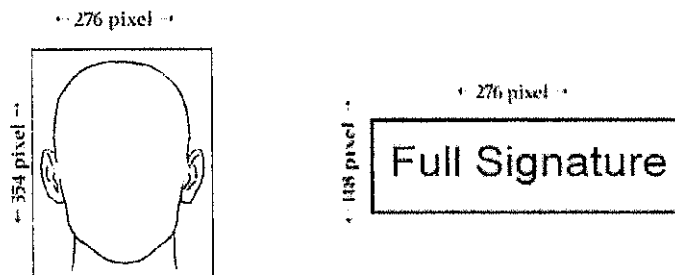
Phase 1: Log on through the website www.ghconline.gov.in and click on "Online Application for the post of Private Secretary/Senior Personal Assistant". Click on "New Registration". Provide the required information in that page, and then click "Submit Registration". The system will generate a Registration 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: Click "Update Candidate Details".

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),

Click "Upload Photograph & Signature".

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.

On successful uploading of photo & signature, the candidate should click the

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"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.

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: 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.

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.

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.**

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.

Thereafter, the applicant will be able to take printout of the Acknowledgement receipt of his/her candidature.

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 ghcestt@gmail.com, 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. The details of application fee to be paid by the candidates for the posts of Private Secretary and Senior Personal Assistant are indicated below:

APPLICATION FEE

For SC & ST	For all others
Rs. 150/-	Rs. 300/-
Bank Charges to be paid by Candidate.	

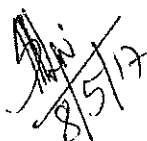
8. Fee once paid shall not be refunded under any circumstances. The fee will also not be held in reserve for any other examination or selection.

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, stenography course, computer qualifications, date of birth, caste, working experience etc. at subsequent stages when asked for.

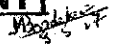
II. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If, on verification at any



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. Submission of application does not imply that a candidate has fulfilled all the criteria given in the advertisement and application is subject to subsequent scrutiny and can be rejected at any subsequent point of time, if the candidate is found ineligible.

- III. Candidates who are already in the Government Service shall have to obtain "**No Objection Certificate**" from his/her present employer and **have to submit the same to the High Court authority in the event of selection.**
- IV. The list of candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference.
- V. 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.
- VI. Candidates will have to appear in the written test/Stenography test/interview etc. as and when called for on such date, time and venue as may be notified in due course. No TA/DA shall be paid to the candidates for that purpose.
- VII. Application form, which is incomplete in any respect, is liable to be rejected summarily.
- VIII. Any 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.
- IX. 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.
- X. The candidate who is claiming for reservation must produce certificate issued by competent authority.
- XI. **If any candidate is found canvassing directly or indirectly, his/her candidature will be liable for rejection.**
- XII. The High Court reserves the right to cancel/alter/modify the advertisement and any of the terms and conditions, thereof without any notice.
- XIII. All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.


REGISTRAR [ESTABLISHMENT]

Dated 08.05.2017 

Memo No. HC. V-05/2017/ 468^A/Estt.

Copy to:

1. The Registrar (Vigilance/Admn/Judicial), Gauhati High Court, Guwahati.
2. The Registrar-cum- Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati.
3. The Joint Registrar (_____), Gauhati High Court, Guwahati.
4. The Director, I/C, Law Research Institute, 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 for direct recruitment to the posts of Private Secretary and Senior Personal Assistant."**
8. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati.
9. CA to the Registrar General, Gauhati High Court, Guwahati.
10. The Gauhati High Court Notice Board.
11. Order File.


REGISTRAR [ESTABLISHMENT]

