

THE GAUHATI HIGH COURT AT GUWAHATI
(THE 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-33/2019/692/R.CELL

Dated Guwahati, the 25th November, 2019

1. Online applications are invited from the citizens of India as defined in Article 5 and 6 of the Constitution of India for filling up the following vacant posts in the establishment of Gauhati High Court, Kohima Bench, Nagaland. Reservations would be as per existing rules. Last date for submission of application is 11-12-2019 till 5.00 pm.

Sl. No	Description of post	Pay	No. of Posts.
1	Senior Personal Assistant (Stenographer Grade II)	Level 10 Rs. 37800/-	2
Total Posts			2 (Two)

Important Dates		
Sl. No.	Description	Date
1.	Submission of Online Application.	27.11.2019, from 2.00 PM
2.	Last date for Submission of Online Application.	11.12.2019, till 5.00 PM
3.	Last date for payment of fee.	13.12.2019 till bank transaction hour

2. AGE:-

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

Sl. No.	Category	Minimum Age	Maximum Age
1	ST(P) & ST(H)	21	35

The Age concession for serving Government employees will be allowed, the equal number of years they are in service subject to a maximum of 5 (five) years.

3. ELIGIBILITY CRITERIA FOR THE POSTS OF SENIOR PERSONAL ASSISTANT/ STENOGRAPHER-II:

- I. Graduate from a recognized university along with Diploma Certificate in Stenography/ Shorthand in English with minimum speed of 100 words per minute in shorthand & 40 wpm typing speed on a computer. Due weightage will be given to law graduate.
- II. The applicant must be an Indigenous Scheduled Tribe inhabitant of Nagaland.

- III. The selected candidates shall give an undertaking to serve for a minimum period of 2 (two) years from the date of appointment.

4. SELECTION PROCESS:

Selection process for the post of SENIOR PERSONAL ASSISTANT/ STENOGRAPHER-II shall be as follows:

For the post of Senior Personal Assistant		
Stage 1	Stenography Test (Dictation and Transcription) of 90 marks	
	Voice testing before dictation	2 minutes
	Speed test in shorthand at a speed of 100 words per minute (total 700 words)	7 minutes
	Time to be given to the candidates for testing the computer	3 minutes
	Time for transcription of the dictated portion in computer	20 minutes
Stage 2	Written Examination (Descriptive Type) for 100 marks of 2 hours duration on answer scripts testing the English Proficiency on the touchstone of Composition, Essay, Grammar as well as knowledge of English language. The Written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.	
Stage 3	Viva voce/Interview of 30 marks. Candidates in the ratio of 1:3 (3 candidates for 1 post) may be called to appear in the interview.	

N.B.

Candidates equal to 10 (times) times the vacancy (1:10) in order of merit in Stenography Test will be called for appearing in the Stage 2 i.e. written examination. The Cut off mark for the Stenography Skill Test will be decided by the Hon'ble High Court at an appropriate time.

Candidates either equal to 3 (three) times the number of vacancies (1:3) or as decided by the Hon'ble High Court at an appropriate time, shall be called for appearing in the Interview/Viva-voce on the basis of the marks obtained in the written examination. The candidate shall have to secure at least 60% marks i.e. 18 marks out of 30 marks in the interview in order to be considered qualified.

Final selection will be made on the basis of the total marks obtained by the candidates in the Stenography Skill Test and Interview/Viva-Voce only. 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.

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.

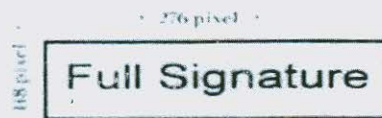
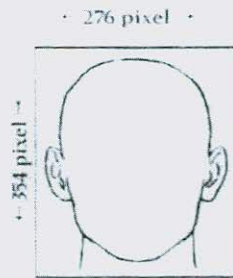
Phase 1: (a) Log on through the website www.ghconline.gov.in or www.kohimahighcourt.gov.in and click on 'Online Application for recruitment of Senior Personal Assistant/ Stenographer Grade-II at Kohima Bench, Gauhati High Court'.

(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 technical assistance for submission of online application forms please email to ghcrec@gmail.com mentioning the Post Name in the subject line and related Registration Code (if any), Applicant's name and Father's name indicating the grievance in the body of the e-mail. A copy of the email should also be sent to ghc.rcell2013@gmail.com.

5. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.

6. **APPLICATION FEE:** The details of application fee to be paid by the candidates are indicated below:

Rs. 100/- (One Hundred Only)

Persons with disability (PWD) need not pay fees.

7. 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.

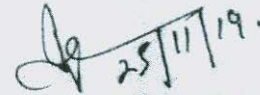
8. Candidates are advised in their own interest to apply online well before the last date and not to wait till the last date, so as to avoid heavy load on internet or website.

9. 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.

 25/11/19.

**Registrar (Administration)-Cum-
In-Charge, Centralized Recruitment
Gauhati High Court, Guwahati**