

THE GAUHATI HIGH COURT
(HIGH COURT OF ASSAM: NAGALAND: MIZORAM & ARUNACHAL PRADESH)
KOHIMA BENCH

ADVERTISEMENT NOTICE

No. HC(K) 45/2019/SPA/Estt/ 479 Applications are invited from indigenous Scheduled Tribes inhabitants of the State of Nagaland for filling up 1 (one) post of Senior Personal Assistant (Stenographer Grade –II) in the Gauhati High Court Kohima Bench.


Name of Post	Pay Structure	No. of post
Senior Personal Assistant (Stenographer Grade –II)	Level-10 (Rs. 37800-1,19,700)	1

The detailed advertisement can be seen at the website of the High Court at www.gconline.gov.in or <https://kohimahighcourt.gov.in/>

Sd/-
Registrar
Gauhati High Court Kohima Bench

Memo No. HC(K) 45/2019/SPA/Estt/ 481 Dated Kohima, the 28th February, 2024.
Copy to:

1. The Editor, the **Morung Express**, Dimapur, Nagaland with a request to publish the above Notice on **29 -02-2024** and submit bill in triplicate to the undersigned.
2. The Editor, **Eastern Mirror**, Dimapur, Nagaland with a request to publish the above Notice on **29 -02-2024** and submit bill in triplicate to the undersigned.
3. The Programmer, Kohima Bench with a request to upload the above Notice and the enclosed Advertisement in the High Court website.
4. The Order Book.


(AJONGBA IMCHEN) NJS
Registrar
Gauhati High Court Kohima Bench.

THE GAUHATI HIGH COURT

(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

ADVERTISEMENT

No.HC.XXXVII-26/2023/44/R.Cell Dated Guwahati, the 28th February, 2024

Applications are invited from the **indigenous inhabitants of Nagaland** for filling up the following vacant post in the **Kohima Bench of the Gauhati High Court at Kohima.**

Name of the Post	Pay	No. of post
Senior Personal Assistant (Stenographer Grade II)	Level 10 (Rs. 37800-119700)	1

1. Important dates:

Sl. No.	Description	Important dates
1	Submission of online application starts from	01-03-2024
2	Last date for submission of online application	15-03-2024 till 5 pm
3	Last date for payment of fees	19-03-2024 till bank transaction hours

2. Age limits:

Minimum -21

Maximum -35

For the General Candidates, the Upper age limit is 30 years. Further, age concession for serving Government employees will be allowed, the equal number of years they are in service to a maximum of 5 years.

Upper age limit of the Physically Handicapped persons will be relaxable by another 10 (ten) years.

The age limit will be determined as on the last date of receipt of online application.

3. Educational Qualification: A candidate, as on the last date of receipt of application must possess bachelor degree from a recognised University preferably with a diploma in Stenography in English with minimum speed of 100 wpm in shorthand and 40 wpm on a computer. Due weightage will be given to law graduate.

4. Selection Process:

Stage(s)	Description	
Stage I	Stenography Test (Dictation and transcription)	90 marks
	Voice test 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	25 Minutes
Stage II	Written Examination (Descriptive Type)	
	Candidates equal to 10 times the number of vacancies (1:10) in order of merit in the Stenography test will be called to appear in the written examination.	
	Written Examination of 2 hours duration on English language proficiency (100 marks) on the touchstone of Composition, Essay and Grammar.	
The written examination will be of qualifying nature and marks secured in the written examination will not be considered while preparing the final merit list. A candidate must secure at least 50 % marks in order to be considered qualified in the written examination.		
The Gauhati High Court reserves the right to fix or alter the cut off mark for the stenography test and the written examination.		

	Interview/Viva-Voce (30 marks)
Stage III	Candidates in the ratio of 1:3 on the basis of merit in the stenography test shall be called to appear in the Interview/Viva-Voce subject to having qualified in the written examination. The candidates shall have to secure a minimum of 60% marks in the Interview/Viva-Voce in order to be considered qualified.
<p>The final selection will be made on the basis of total marks obtained in Stage I and Stage III i.e Stenography test and Interview/Viva-Voce.</p> <p>Note: In case of candidates obtaining equal total marks, one who obtains more marks in the Stenography test will be given preference. Where marks obtained by such candidates in the Stenography test are also same, the candidate who is senior in age will be given preference.</p>	

N.B Final selection will be made on the basis of total marks obtained by the candidates in the Stenography test and Interview/Viva-Voce. Where more than one candidate obtains 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* <https://kohimahighcourt.gov.in/> and *click on* **"Online Application for the post of Senior Personal Assistant in the Kohima Bench of the Gauhati High Court"**.

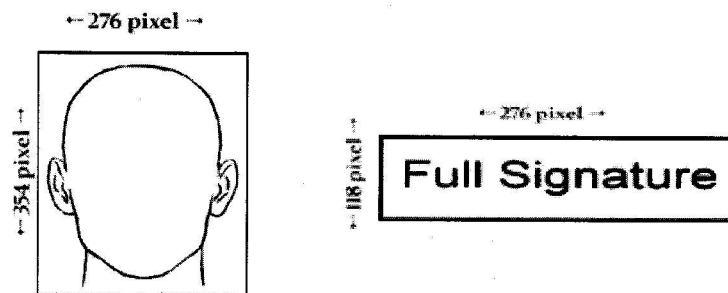
(b) Click on **"New Registration"**. Provide the required information in that page, and then click **"Submit Registration"**. The system will generate a

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:

<i>For SC/ST</i>	<i>For all others</i>	<i>PwBD</i>
<i>Rs. 150/-</i>	<i>Rs. 300/-</i>	<i>Nil</i>

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. Merely satisfying the eligibility criteria will not entitle a candidate to be called for the stenography test/written examination/Viva-Voce etc.
- ii. 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, date of birth, caste, working experience (if applicable) etc. at subsequent stages when asked for.
- iii. 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 aforementioned post.
- iv.** The admission of candidates at all stages of the selection processes shall be purely provisional and subject to their satisfying the prescribed eligibility criteria. If, on verification at any time before or after the selection process, it is found that a candidate does not fulfil any of the eligibility conditions, his/her candidature shall stand cancelled without any notice. Mere calling of candidate to stenography test/written examination/Interview etc. or issuance of admits cards/call letter etc. does not mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and the High Court reserves the right to reject the candidature of any candidate at any time.
 - v.** The provisional list of the candidates, with Roll Nos. will be published in the Official Websites for the candidates' reference.
 - vi.** No TA/DA shall be paid to the candidates for appearing in the stenography test/written test/Viva-Voce etc.
 - vii.** Candidates who are already in the Government Service in State/Central/PSU may apply after intimating their employers regarding submission of online application forms for the advertised vacancies. They shall have to produce "No Objection Certificate" from their present employer at the time of document verification and "Release Order" at the time of appointment.
 - viii.** The High Court may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to the stenography test / written test/Viva-Voce etc. by publishing a notification in the Official Websites and notice board of the High Court. Candidates are advised to visit the official website (www.ghconline.gov.in and <https://kohimahighcourt.gov.in/>) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided. Application form, which is incomplete in any respect, such as without the photograph and signature upload, is liable to be rejected summarily, unless otherwise decided by the High Court.

- ix.** Any information submitted by an applicant in his/her application will bind the candidate personally. 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 certificate for claim of reservation must be issued by the competent authority.
- xi. If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
- xii.** The High Court reserves the right to cancel the advertisement, fix the cut off mark(s), alter any terms and conditions of the advertisement at any stage.
- xiii.** The examination materials will be destroyed, due to scarcity of space, after one year of publication of the final select list, unless otherwise decided by the High Court.
- xiv.** All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.


I/c, Registrar (Administration)-Cum-
I/c, Centralized Recruitment,
Gauhati High Court, Guwahati-781001

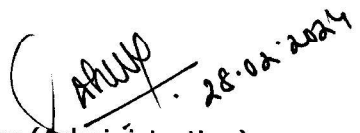
Memo No.HC.XXXVII-26/2023/44A/R.Cell

Dated Guwahati the 28-02-2024

Copy to:

1. The Registrar General, Gauhati High Court, Guwahati.
2. The 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 Registrar, Gauhati High Court, Kohima Bench, for kind information and necessary action.
5. The Joint Registrar (_____), Gauhati High Court, Guwahati.
6. The Deputy Registrar (_____), Gauhati High Court, Guwahati.

7. The Assistant Registrar (_____), Gauhati High Court, Guwahati.
8. The Administrative Officer (Judicial) _____, Gauhati High Court, Guwahati.
9. Project Manager, Gauhati High Court, Guwahati for immediate uploading of the advertisement in the Official Website with the caption: "**Advertisement dated 28-02-2024 for direct recruitment of Senior Personal Assistant in the Kohima Bench of the Gauhati High Court**" with a scroll in the home page.
10. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati for favour of his lordship's kind information.
11. PS to Hon'ble Mrs. Justice _____ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
12. CA to Registrar (Admin), Gauhati High Court, Guwahati.
13. Notice Board.
14. Order File.


I/c Registrar (Administration)-cum-
I/c, Centralized Recruitment
Gauhati High Court, Guwahati-781001

