

THE GAUHATI HIGH COURT AT GUWAHATI
(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)
Website: www.ghconline.gov.in

ADVERTISEMENT

No. HC.XXX VII-96/252/2013/R.Cell

Dated Guwahati the *5th January* 2014

1. Online applications are invited till 5.00 PM of 20-1-2014 for temporary engagement of 46 (Forty Six) Supporting Assistants (2 each) to assist Court Managers for the Principal Seat of Gauhati High Court as well as in the Subordinate Courts of Barpeta, Bongaigaon, Cachar, Darrang, Dhemaji, Dhubri, Dibrugarh, Goalpara, Golaghat, Hailakandi, Jorhat, Kamrup, Karimganj, Kokrajhar, Lakhimpur, Morigaon, Nagaon, Nalbari, Sivasagar, Sonitpur, Tinsukia, Udalguri within the State of Assam purely on contractual basis for a period up to 31-03-2015 only at a consolidated monthly pay of Rs. 10,000/- only. The number of Supporting Assistants may vary on either side at the time of preparation of final select list. The engagement of the Supporting Assistants may be terminated at any time prior to 31-03-2015 without any prior notice. No claim of regularization etc. shall be entertained in the High Court or in the Subordinate Courts only on the basis of such temporary engagement. The aforementioned temporary vacancies are unreserved. Candidates are advised, in their own interest, to apply online much before the closing date and not to wait till the last date for depositing the fee or apply online to avoid the possibility of disconnection/inability/failure etc. to log on the website on account of heavy load on internet/web jam.

2. **AGE:** Age of the applicant, as on the last date of submission of online application, should be as under:

| Sl. No. | Category | Minimum age | Maximum age |
|---------|----------|-------------|-------------|
| 1 | General | 18 years | 38 years |
| 2 | OBC/MOBC | 18 years | 41 years |
| 2 | SC | 18 years | 43 years |
| 3 | ST | 18 years | 43 years |
| 4 | PWD | 18 years | 48 years |

3. **Eligibility Criteria:** (a) Graduate in any stream from any recognised Board / Council / University. Candidates who are awaiting final result of graduation need not apply, (b) Diploma/Certificate in MS OFFICE from any Institute and (c) The candidate should be a permanent resident of the State of Assam.

4. **SELECTION PROCESS:** Candidates will have to appear in a computer skill test (MS Word processing and MS Excel Spreadsheet) of 100 (One hundred) marks. The cut off marks of the computer 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 computer skill test, will be called for viva-voce of 10 (Ten) marks and checking of original testimonials. On the basis of marks obtained in computer skill test and viva-voce the select list will be prepared. However, final selection shall be subject to overall suitability, to be decided by the Gauhati High Court. It is provided that Gauhati High Court may decide not to hold any viva-voce as indicated above. In such eventuality, the panel of selected candidates shall be prepared only on the basis of merit, as determined by the computer skill test. The final merit list shall be prepared district wise (including the Principal Seat of Gauhati High Court) or in such manner as 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 100 marks (Objective type with multiple choices) on OMR answer scripts on English, General Knowledge & General Intelligence prior to holding of computer skill test and call only those candidates to computer skill test, who qualify in the written test. The qualifying marks of written test shall be as decided by the Gauhati High Court. In the event of such written test being held, marks obtained therein will not be counted in preparation of final merit list.

5. HOW TO APPLY ONLINE:

- Candidates are required to apply online through the official website of Gauhati High Court viz. www.ghconline.gov.in and no other means/mode of application will be accepted. Application made through any other mode(s) shall be rejected summarily without any communication.
- Candidates are required to go to the website www.ghconline.gov.in and should invariably download a copy of the advertisement first. The candidate is expected to read every detail of the advertisement before applying and thereafter ensure that he/she takes a printout of the "Fee Payment Challan" available along with this advertisement as well as on the online application web portal.
- Fill in the "Fee Payment Challan" in a clear & legible handwriting in BLOCK LETTERS.
- Go to the nearest State Bank of India Branch with the duly filled "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. The candidate must retain with him/her the candidates' copy of the 'Fee Payment Challan' in original for future use/reference. Bank transaction charges will have to be borne by the candidates.

The details of fee to be paid are indicated below:

| APPLICATION FEE | |
|---------------------------------|--------------------------|
| For General/OBC/MOBC candidates | For SC/ST/PWD candidates |
| Rs. 100/- | Rs. 50/- |

- Candidates should obtain the Applicant's Counterfoil 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.
- Before applying online, the candidate must ensure that he/she has the scanned image files of his/her photograph & signature in PC/Per drive/other soft media, (for immediate uploading to the website along with application data) as well as pen & paper. For details please see **Guidelines for Uploading Photographs and Signature** available in the online application web portal.
- Candidates are now ready to apply online through the website www.ghconline.gov.in and can do so by going to the appropriate sub link of the website to open up the **Online Application Web Portal** for applying for the post of Supporting Assistant.

[Signature]
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- h) Carefully fill up all the details including fee payment details from the "Fee Payment Challan" in the Online Application Form at appropriate places and also upload the photograph & signature of the candidate at appropriate places of the **Online Application Form**.
- i) The TRANSACTION NO. / JOURNAL NO. provided by the BANK on the Fee Payment Challan is to be a SEVEN OR EIGHT DIGIT NUMERIC CHARACTER, which is to be filled in the Transaction No./Journal No. field of the online application form. Considering the All India spread of the SBI, there is a possibility of writing Transaction ID / Journal No. on the "Fee Payment Challan" by the bank staff in different ways such as TID-0012121212 OR J-0012121212 OR 0012121212 etc. if in eight digits OR as TId-001212121 OR J-001212121 OR 001212121 etc. if in seven digits. CANDIDATES SHOULD FILL IN ONLY THE LAST 7 OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ANY ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES. In the above two cases, fill the Transaction No. / Journal No. as 12121212 OR 1212121.
- j) On completion of the process of filling up of the "Online Application Form" the candidate should carefully check the data entered by him/her and if any discrepancy is detected, the same should be edited / corrected before submitting the online application. If on such careful checking the information entered is found to be correct, the candidate should click on "Submit" button to complete his/her Registration process.
- k) On successful submission of the online application form, a unique Registration No. will be automatically generated on the webpage and the candidate should note down the Registration No. immediately for future use/reference and should not reveal the same to any other person.
- l) After noting down the Registration No., the candidate should click the "View your submitted application" button to view his/her submitted Application Form.
- m) Thereafter, the candidate should take a printout of the application form for future reference by clicking on the "Print your submitted application" button.
- n) Original Fee Payment Challan (Candidate's copy) and the printout of the online application form will have to be submitted at the time of document verification. Candidates are advised to keep a photocopy of the "Fee Payment Challan" and a photocopy of the printout of the submitted online application form for their own record.
- o) THE CANDIDATE SHOULD NOTE THAT HE/SHE IS NOT REQUIRED TO SEND A PRINTOUT OF THE APPLICATION/FEE PAYMENT CHALLAN OR ANY OTHER DOCUMENT TO THE GAUHATI HIGH COURT AT THE STAGE OF SUBMISSION OF ONLINE APPLICATION FORM.
- p) A copy of the Application printout along with the original fee payment challan and required copies of testimonials should be kept ready for submission to the Gauhati High Court, as and when called for.
- q) In case a candidate fails to deposit the fee, his/her application shall be cancelled / rejected without any communication and shall not be considered for further processing.
- r) The list of the candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference shortly after closure of the advertisement. If any candidate has any grievances for non-inclusion etc. of his/her name in the list so published, the same should be brought to the notice of the undersigned within 7(Seven) days of the date of publication of the list.
- s) The candidates are to download and print their admit cards by visiting the website again by entering their Registration No. Candidates are advised to visit the official website of Gauhati High Court regularly for updates and important information. Unnecessary correspondence should be avoided.

6. TERMS AND CONDITIONS:

- (a) One candidate will be allowed to submit one application only indicating his preferred place of posting in the online application. However, Gauhati High Court reserves the right to allot separate place of posting to a candidate other than the one indicated by the candidate.
- (b) Merely satisfying the eligibility criteria do not entitle a candidate to be called for the selection test.
- (c) The Gauhati High Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- (d) 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 engagement to the service.
- (e) 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 test, it is found that a candidate does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice. Mere calling of candidate to written test / skill test / interview / 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.


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- (f) Application submitted through Online Form does not imply that a candidate has fulfilled all the criteria given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected at any subsequent point of time, if the candidate is found to be not fulfilling the eligibility criteria at any point of time.
- (g) To ascertain payment of application fee, the Journal No. entered by the candidate in the online application form shall be verified with bank and application containing false/incorrect Journal No. shall be rejected summarily even though Registration No. has been generated against such submission of online application form.
- (h) No TA/DA shall be paid to the candidates for appearing in the written test/skill test/interview etc.
- (i) Candidates who are already in the Govt. Service shall have to produce "No Objection Certificate" from his/her present employer at the time of document verification.
- (j) The Supporting Assistants may be transferred from one place to another at any time.

7. OTHER IMPORTANT INSTRUCTIONS :

- (a) Candidates will bring printouts of their downloaded admit cards at the time of written test/skill test/interview etc. No separate admit cards will be issued to the candidates for appearing in the written test/skill test/interview etc.
- (b) Gauhati High Court may decide not to issue any admit card/call letter to any candidate and may decide to call candidates to written test/skill test/interview etc. by publishing a notification in the official website and notice board of Gauhati High Court. Hence candidates are advised to regularly check the website of the Gauhati High Court for latest updates.
- (c) If by mistake a candidate had entered in wrong data in the application form, then there is a provision to modify/edit the application in the online application module itself.
- (d) Online application, 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.
- (e) Any information submitted by an applicant in his/her application will bind the candidate personally and if found to be false, he/she shall be liable for criminal prosecution apart from consequences in civil law as may be deemed necessary by the High Court.
- (f) The candidate will be responsible for any mistake made by him/her in the online application form and the Gauhati High Court shall not be responsible or liable in any way.
- (g) The result may be displayed on the official website www.ghconline.gov.in in addition to Notice Board(s) etc.

8. The Gauhati High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.

9. All other matters regarding the recruitment process which are not specifically provided herein shall be as decided by the Gauhati High Court.


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

MemoNo.HC.XXXVII-96/952/A/2013/R.Cell

Dated Guwahati the 4th January 2014

Copy to:

1. Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance/Judicial), Gauhati High Court, Guwahati.
3. Registrar-cum- Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati for favour of his lordship's kind information.
4. Joint Registrar (Admin-I/Admin-II/Judicial/Recruitment/PM&P/Vig & Esstt.), Gauhati High Court, Guwahati.
5. Deputy Registrar (_____), Gauhati High Court, Guwahati.
6. Assistant Registrar (_____), Gauhati High Court, Guwahati.
- ✓ 7. System Analyst, Gauhati High Court, Guwahati for immediate uploading of the Advertisement, Fee Payment Challan and online link in the high court website with the following caption: "Advertisement for engagement of Supporting Assistants:: Fee Payment Challan:: Click here to apply online" with scroll in the home page.
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 Registrar (Admin), Gauhati High Court, Guwahati.
11. Notice Board.
12. Order File.


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