

THE GAUHATI HIGH COURT AT GUWAHATI
[HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH]

A D V E R T I S E M E N T

No. HC.V-30/2016/497 /Estt.

Dated Guwahati the 4th July, 2016.

1. Online applications are invited and will be received till 5 P.M. of 22.07.2016 from eligible candidates for filling up of 24 Grade-IV posts (Court Attendant, Lawn Attendant, Darwan, Farash etc.) in the Principal Seat of the Gauhati High Court in the usual scale of pay of Rs.4560-15000/-(P.B.-1) with Grade pay of Rs.1500/- per month plus other allowances as admissible under the rules. The number of vacancies shown is indicative only and may vary at the time of final selection. Reservation for different categories would be as per the existing Gauhati High Court Rules.

Important Dates		
Sl. No.	Description	Time & Date
1.	Start date for Submission of Online Application.	12/07/2016
2.	Last date for Submission of Online Application.	22/07/2016 (up to 5 PM)
3.	Last date for payment of fee.	26/07/2016

2. **AGE:-**Candidate must not be less than 18 years and more than 38 years of age as on 01.07.2016. The upper age limit will be relaxable by 5 years for Persons with Disabilities and candidates belonging to SC and ST category.
3. **ELIGIBILITY CRITERIA:**
 - (a) Candidate must possess the minimum educational qualification of Class-VIII standard. Those who have passed HSSLC or above shall be ineligible to apply for the said posts. Candidates possessing special skills may be given preference on need basis.
 - (b) Candidate must be a permanent resident of the state of Assam and has to submit document in proof, in the event of selection.
4. **SELECTION CRITERIA:** Criteria for selection of candidates shall be notified in due course in the official website of the Gauhati High Court, viz. www.ghconline.gov.in.
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. Registration Code will be sent through the registered e-mail ID.

Phase 1:

- (a) Log on through the website www.ghconline.gov.in and click on "Online Application for Grade-IV posts".
- (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

Handwritten signature and date: 7/7/16

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" 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 would 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 query/complaint etc. please email to esttgrade4@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.

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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 are indicated below:


APPLICATION FEE

For SC/ST/PWD	For all others
Rs. 180/-	Rs. 360/-

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. 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 test / interview etc. or 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 the Gauhati High Court reserves the right to reject the candidature of any candidate at any time.
- II. 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 the application can be rejected at any subsequent point of time, if the candidate is found ineligible.
- 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/interview etc.
- V. Candidates who are already in the Government Service may apply through proper channel by intimating their employers regarding submission of online application forms for the advertised posts. They shall have to produce "No Objection Certificate" from his/her present employer at the time of appointment.
- VI. The High Court may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to written examination/interview etc. by publishing a notification in the official website and notice board of the High Court.
- VII. Application form, which is incomplete in any respect, such as, without photograph and signature, 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 certificate for claim of reservation must be 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 the advertisement 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

Memo No.HC.V-30/2016 /497A /Estt.
Copy to:

Dated Guwahati the 4th July, 2016

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 for favour of his lordship's kind information.
3. The Joint Registrar (_____), Gauhati High Court, Guwahati.
4. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
5. The Assistant Registrar (_____), Gauhati High Court, Guwahati.
6. 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 Grade-IV posts."
7. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati for favour of his lordship's kind information.
8. CA to the Registrar General, Gauhati High Court, Guwahati.
9. The Gauhati High Court Notice Board.
10. Order File.


REGISTRAR [ESTABLISHMENT]