

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)
Website : www.ghconline.gov.in

ADVERTISEMENT

No. HC.XXXVII-36/2015/859/R.Cell

Dated: Guwahati, 6th August, 2015

1. Online applications are invited for filling up of the following posts on contractual basis for a period for 2 (two) years for the Foreigners Tribunals of Assam under the jurisdiction of Gauhati High Court, in the scale of pay/fixed salary as indicated below against each category of posts. Reservations would be as per existing rules.

Sl. No.	Name of the Tribunal in the Districts	Nos. of Tribunal	UDA-cum-accountant.	Bench Assistant	LD Assistant	Typist	Stenographer Grade-II/III	Data Entry Operator	Copyist	Office Peon	Chowkidar
			i	ii	iii	iv	v	vi	vii	viii	ix
1	Dhubri	10	8	8	8	8	8	20	9	8	8
2	Bongaigaon	2	1	1	1	1	1	4	2	1	1
3	Goalpara	8	6	6	6	6	6	16	8	6	6
4	Barpeta	11	8	8	8	8	8	22	9	8	8
5	Nalbari	4	3	3	3	3	3	8	3	3	3
6	Kamrup Metro	5	4	4	4	4	4	10	4	4	4
7	Kamrup Rural	5	4	4	4	4	4	10	5	4	4
8	Nagaon	11	7	7	7	7	7	22	8	7	7
9	Morigaon	5	3	3	3	3	3	10	5	3	3
10	Darrang	5	2	2	2	2	2	10	3	3	3
11	Sonitpur	9	6	6	6	6	6	18	9	7	7
12	Dhemaji	3	2	2	2	2	2	6	3	2	2
13	Dibrugarh	2	1	1	1	1	1	4	2	1	1
14	Cachar	6	4	4	4	4	4	12	5	4	4
15	Karimganj	3	1	1	1	1	1	6	3	1	1
16	Chirang	1	1	1	1	1	1	2	1	1	1
17	Baksa	1	1	1	1	1	1	2	1	1	1
18	Udalguri	1	1	1	1	1	1	2	1	1	1
19	Dima Hasao	1	1	1	1	1	1	2	1	1	1
20	Kokrajhar	1	--	--	--	--	--	2	1	0	0
21	Karbi Anglong	1	--	--	--	--	--	2	1	0	0
22	Hailakandi	1	--	--	--	--	--	2	1	1	1
23	Lakhimpur	2	--	--	--	--	--	4	0	0	0
24	Tinsukia	1	--	--	--	--	--	2	0	1	1
25	Jorhat	1	--	--	--	--	--	2	0	0	0
Total		100	64	64	64	64	64	200	85	68	68


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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	General (including OBC/MOBC and all others)	18	38
2	SC	18	43
3	ST(P) & ST(H)	18	43
4	PWD	18	48

3. ELIGIBILITY & SELECTION CRITERIA FOR THE POST OF UDA-CUM-ACCOUNTANT.

(Pay Scale of Rs.5200- 20200+ GP Rs.2900)

The posts of UDA-cum-Accountant will be filled up on deputation basis from the LDAs working in other Departments in the State of Assam, having at least 5 years continuous service in the said post. The deputation will initially be for a period of two years. The candidates must have the knowledge/ experience in accounts matters and must be willing to serve in any district within the State of Assam. The candidates will be selected on the basis of personal interview to be held at Guwahati.

4. ELIGIBILITY & SELECTION CRITERIA FOR LD ASSISTANT, BENCH ASSISTANT AND TYPIST (Pay scale of Rs.5200-20200+GP Rs .2200)

The applicants for the posts of LD Assistant, Bench Assistant and Typist should be a graduate from any UGC recognised University in any discipline and must have proficiency in operation of computers.

These posts will be filled up by conducting a common examination on OMR answer scripts for 100 marks. OMR test for all category of posts to be held on the same day and at the same time.

Those candidates who qualify in the OMR test shall be called for viva voce to be held at Guwahati.

The candidates for the post of Typist will have to appear in a computer typing test, the date of which will be notified in the website of the High Court.

5. ELIGIBILITY & SELECTION CRITERIA FOR STENOGRAPHER GRADE-II/III (Pay scale of Rs.5200-20200+GP Rs .2900)

The applicants for the posts of **Stenographer Grade-II/III**, should be graduate from any UGC recognised University and must possess Diploma/Certificate in Stenography from ITI/Polytechnic or any other Institute.

These posts will be filled up by conducting a common examination on OMR answer scripts for 100 marks.


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The candidates who qualify in the OMR test will have to appear in a skill test and interview at the time and place to be notified later on. The scheme of selection process would be as follows:

Skill Test		
1	Voice testing before dictation	2 Minutes
2	Speed test in Shorthand at a speed of 80 words per minutes(7 minutes) 560 words	100 Marks
3	Time to be given to the candidates for testing the computer	3 Minutes
4	Time for transcription of the dictated portion	20 Minutes
5	Candidates securing 50% or more marks (Out of 100) in the ratio of 1:3 will only be called for viva voce/interview in due course.	
6	Viva voce	15 Marks

6. ELIGIBILITY & SELECTION CRITERIA FOR DATA ENTRY OPERATOR [Rs. 10,000/-per month (Fixed)]

The applicants for the posts of **Data Entry Operator** must possess the minimum qualification of Class XII pass in any discipline from a recognized Board/Council.

These posts will be filled up by conducting a computer skill test amongst the candidates who qualify in the OMR test.

7. ELIGIBILITY & SELECTION CRITERIA FOR COPYIST [Rs. 6,000/-per month (Fixed)]

The applicants for the posts of **Copyist** must possess the minimum qualification of Class XII pass in any discipline from a recognized Board/Council.

There will be a proficiency test in English and official language of Assam of 25 marks in each segment from amongst the candidates who qualify in the OMR test.

8. ELIGIBILITY & SELECTION CRITERIA FOR OFFICE PEON [Rs. 6,000/-per month (Fixed)] & CHOWKIDAR [Rs. 6,000/-per month (Fixed)]

The applicant for the posts of **Office Peon** and **Chowkidar** must possess the educational qualification of Class –VIII pass but under-matriculate. Those who have passed HSLC or above shall be **ineligible** to apply for the post.

The selection of **Office Peon** and **Chowkidar** shall be made on the basis of viva voce test and physical fitness test.

Selection for the post of Chowkidar and Peon will be held District wise.

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9. HOW TO APPLY:

- A. Candidates are required to apply online through the official website of Gauhati High Court i.e. <http://ghconline.gov.in> and no other means/mode of application will be accepted, except for the posts of Peon and Chowkidar. The applicants for the posts of Peon and Chowkidar, if for any reason cannot submit online applications, may submit their application in hard copy to the Office of the District Judges of their respective District. In respect of all other posts, application made through any other mode (s), except online, shall be rejected summarily without any communication.
- B. Candidates are required to go to the website <http://ghconline.gov.in> and should invariably download a copy of the advertisement and Application Form. The candidate has to read every detail of the advertisement before filling up the downloaded form, which may later be used to fill up the online application form.
- C. Before applying online, the candidate must ensure that he/she has the scanned image files of his/her photograph & signature in PC/Pen drive/other soft media (for immediate uploading to the website along with application data) as well as pen & paper. For details please see D.3.
- D. The Online submission of Application for any of the above mentioned posts have 4 (four) different steps.

D.1. To register as an applicant, a candidate has to provide his/her primary credentials. After submission of those information the system will generate a Registration Code. The combination of Registration Code and Date of Birth will be used as User ID and password for next three Phases, i.e. Phase 2, Phase 3 and Phase 4.

D.2. In this Phase, a candidate who has created his/her Registration Code, can provide his/her profile details, viz. address, qualification, experience etc.

D.3. Here, the applicant can 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 exactly between 5 KB and 30 KB.

A candidate can keep uploading/modifying his/her candidature specific data in Phase 2 and Phase 3 till last date of submission. However, uploading data in these three Phases does not complete the submission process automatically. Once all the information entered is ensured by the candidate, he/she should use the "**Submit Candidature**" button in Phase 3, to finally post his/her candidature.

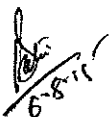
D.4. Here, the applicant can get access to the Acknowledgement receipt about his/her candidature after finally posting the Application. The Admit Card will be made available on the same page in due course of time.


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- E. Candidates are now ready to apply online through the website <http://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 posts mentioned above.
- F. Go to Step 1 of Online Application for the examination. Provide Candidate Name (Please avoid using salutations viz. Mr. /MS. /Mrs. /Miss /Md. etc before the candidate name), Father's Name, Date of Birth (As per HSLC certificate or School certificate), Mobile No, E-Mail ID and Post applied for. On submission of the data, a Registration Code will be generated.

Thereafter the user can click the "Update Candidate Details" button to move to step 2 for providing profile details viz. address, qualification, experience etc or can logout by clicking "Home".

- G. In Step 2, the user can select the District for Examination Center and other profile details as mentioned in the form, and can update the data by clicking "Update Data" button. Then the user can move to step 3 by clicking "Upload Photograph & Signature" button for uploading images.
- H. In Step 3, the user can upload the soft copy of Passport size photograph and signature as mentioned in D.3., by browsing the related file and clicking "Upload Passport" or "Upload Signature" respectively. The user can upload the images one by one and can move back to step 2 by clicking "Candidate Details" or can submit his/her candidature by clicking "Submit Candidature" button.
- I. 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 by clicking "Submit Candidature" button. If on such careful checking the information entered is found to be correct, only then the candidate should click on "Submit Candidature" button to complete his/her candidature submission process.
- J. On Step 4, the user can take printout of his Candidature acknowledgement receipt. In due course of time, he/she can download the admit card for examination from the same page.
- K. The printout of the acknowledgment slip shall have to be submitted at the time of document verification.
- L. THE CANDIDATE SHOULD NOTE THAT HE/SHE IS NOT REQUIRED TO SEND A PRINTOUT OF THE APPLICATION OR ANY OTHER DOCUMENT TO THE GAUHATI HIGH COURT AT THE TIME OF SUBMISSION OF ONLINE APPLICATION FORM.
- M. A Copy of the acknowledgment slip and required copies of testimonials should be kept ready for submission to the Gauhati High Court as and when called for.


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- N. 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. Any candidate having any grievances for non-inclusion of his/her name in the list so published, may bring the same to the notice of the undersigned within 7 (seven) days of the date of publication of the list.
- O. Candidates are to download and print their admit cards, within the dates & time to be notified in due course, by visiting the website again by entering their User ID (Registration Code) and Password (date of birth). Candidates are advised to visit the official website of Gauhati High Court regularly for updates and important information. Unnecessary Correspondence should be avoided.

10. TERMS & CONDITIONS:

- i. Furnishing of incorrect information in the application form will entail disqualification and other consequences, at any stage even after appointment.
- ii. The documents/ testimonials of the short listed candidates will be verified on the date to be notified in the High Court website.
- iii. Applicant shall quote his/her Employment Exchange Registration number in the column specifically provided in the online application form. The employment exchange Registration Certificate will be verified after short listing of the candidates on a date to be notified.
- iv. Separate application will have to be submitted for applying for more than one post.
- v. Applicants shall indicate the name of the district they have applied for in the online application form. The district so indicated may be treated as their choice of place for sitting in the examination. However, as regard the applicants for the posts of Peon and Chowkidar, the district so indicated may also be treated as the district of their choice for final selection.
- vi. Candidates who are already in Govt. Service will have to submit "No Objection Certificate" from proper authority at the time of appointment.
- vii. The list of the candidates, with allotted Roll Nos. will be published on high court website for reference of the candidates.
- viii. Candidates will have to appear in the Written Test/Skill Test/Interview etc. as and when called for on such date, time and venue as may be notified in due course. No TA/DA will be paid to the candidates for that purpose.
- ix. OMR test may be held at district head quarter of Assam under the supervision of respective District Judges.
- x. The certificate for the claim of reservation must be issued by competent authority.
- xi. Merely satisfying the eligibility criteria do not entitle a candidate to be called for written test/skill test/viva-voce etc.
- xii. 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 posts.
- xiii. 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 fulfil any of the eligibility conditions,


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his/her candidature shall stand cancelled without any notice, unless otherwise decided by the High Court.

- xiv. Mere calling of candidate to written examination/skill test/interview etc. and mere 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 High Court reserves the right to reject the candidature of any candidate at any subsequent stage of the selection process.
- xv. The High Court may put the finally selected candidates on probation for a particular period to be decided by the High Court. The High Court reserves the right to reject the candidature of any candidate during the period of probation.
- xvi. Posting and transfer of the finally selected candidates shall be as decided by the High Court.
- xvii. Candidates are advised for their own interest to regularly visit the High Court website (www.ghconline.gov.in) for latest updates and information as the High Court may decide not to issue individual admit card/call letters etc. to any candidate and may decide to call candidates to appear in written test/skill test/viva-voce etc. by publishing relevant notification only in the aforementioned website.
- xviii. The High Court reserves the right to cancel the advertisement/alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- xix. All other matters which are not specifically provided herein shall be as decided by the High Court.
- xx. Last date of receiving application is **17-08-2015**.
- xxi. Original certificates along with all the supporting documents will be verified / scrutinized at the time of viva-voce. Candidates shall have to submit a set of self-attested Xerox copies of the documents at that time.

By Order
Sd/-(B.K. Chetri)
Registrar (Judicial),
Gauhati High Court

Memo No. HC. XXXVII- 36/2015/859-A/R.Cell

Dated: Guwahati, 6th August, 2015

Copy to:

1. Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance/Admin), 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 (Judl-I/II/PM&P/Admin-I/Recruitment/Vig/OSD), Gauhati High Court, Guwahati.
5. Deputy Registrar (Judl/Bench/G&C/Apptt/Vig/Admin-I/II), Gauhati High Court, Guwahati.
6. Assistant Registrar (_____), Gauhati High Court, Guwahati.


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7. System Analyst, Gauhati High Court, Guwahati for uploading of the Advertisement in the High Court website with the caption "Advertisement for direct recruitment of supporting staff for Foreigners Tribunals of Assam" 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. C.A. to Registrar (Judicial), Gauhati High Court, Guwahati.
11. The High Court Notice Board
12. Order File.



(B.K. Chetri)

Registrar (Judicial),
Gauhati High Court

THE GAUHATI HIGH COURT AT GUWAHATI
[THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH]
Common Application Form
(Advertisement dated 06-08-2015)

1. Post applied for:
2. District opted:
3. Name (IN BLOCK LETTERS):
4. Gender (M/F/Others):
5. Category (General/SC/ST (P)/ST (H)/OBC/MOBC/PWD):
6. Father's name:
7. Mother's name:
8. Husband's Name (In case of married female candidate):
9. Date of birth (as per HSLC/School certificate):
10. Age as on the date of advertisement:
11. Nationality:
12. Whether married? If yes, whether more than one spouse living:
13. Educational Qualifications:

Passport
size photo
to be
uploaded
separately

Sl. No.	Exam Name	School/College/University	Board/Council/University	Division/Class	Percentage

14. Professional/Other qualification(s), if any:
15. Work experience, if any:
16. Address for Correspondence:
17. Permanent Address:
18. Employment exchange registration no :
19. Is any FIR/Complaint/Criminal Case pending against you in any police station/court ? (if yes, give details):
20. Have you ever been convicted in a criminal case? (if yes, give details):
21. Have you ever been debarred from any examination? (if yes, give details):
22. Whether income tax assessee? If so, PAN/GIR No., If any:
23. Telephone/Mobile No.:
24. E-mail id (if any):

Declaration: I hereby affirm and state that the abovementioned information is true and correct to the best of my knowledge and belief.

Place & Date:

Signature(To be uploaded separately)