

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

No. HC.XXXVII-33/2015/ 948 /R. Cell

Dated Guwahati 7<sup>th</sup> September, 2015

1. Online applications are invited till 3.00 PM of 22-9-2015 from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up 397 (Three hundred ninety seven) posts of **COMPUTER TYPIST**, as indicated below, for the subordinate judiciary of Assam in the scale of pay of Rs. 5200-20200+GP 2200. The number of vacancies shown above is indicative only and may vary at the time of final selection. Reservation of posts for different categories would be as per Rules.

Sl. No.	District	No. of post
1	Baksa	9
2	Barpeta	18
3	Bongaigaon	12
4	Cachar	26
5	Chirang	9
6	Darrang	12
7	Dhemaji	9
8	Dhubri	21
9	Dibrugarh	17
10	Dima Hasao	8
11	Goalpara	11
12	Golaghat	15
13	Hailakandi	9
14	Jorhat	15
15	Kamrup(M)	51
16	Kamrup	10
17	Karbi Anglong	8
18	Karimganj	12
19	Kokrajhar	10
20	Lakhimpur	12
21	Morigaon	9
22	Nagaon	24
23	Nalbari	11
24	Sivasagar	15
25	Sonitpur, Tezpur	19
26	Tinsukia	16
27	Udalguri	9
Total		397

2. **AGE:-**

Category wise age limits for the posts, as on the last date of receipt of applications, are as under:-

Sl. No.	Category	Minimum age	Maximum age
1	General (including OBC/MOBC and all others)	18	38
2	SC	18	43

*20/9/15*

3	ST	18	43
4	PWD	18	48

3. **Eligibility Criteria:**

- A candidate who is graduate in any stream from a UGC recognized University,
- He/she must possess a diploma/certificate in MS Office from any Government/Private institute and
- The candidate should have adequate knowledge of official/local language(s) of the State of Assam.

4. **SELECTION PROCESS:** Selection process will be notified in due course.

5. **HOW TO APPLY:** Candidates who fulfil the requisite criteria can submit their online application forms through the website **www.ghconline.gov.in** by following the steps indicated below:

**Phase 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 credentials for next three Phases, i.e. Phase 2, Phase 3 and Phase 4.

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

**Phase 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. The image dimension of Photograph image preferably be 276 pixel (width) and 354 pixel (height) and signature image preferably be 276 pixel (width) and 188 pixel (height).

**Important: A candidate can keep uploading/modifying his/her candidature specific data in Phase 1, Phase 2 and Phase 3 till last date of submission. However, uploading data in these three Phases does not complete the submission process automatically. In Phase 3, Submit Candidature button is required to be used to finally post the Candidature for the Examination.**

**Phase 4:** Here, the applicant can get access to the Acknowledgement receipt about his/her candidature after finally posting the Application.

**Note :** Any query/complaint etc. may be emailed to [admin@ghcrecruitment.in](mailto:admin@ghcrecruitment.in). Such query/complaint etc. should contain the post name in the Subject line and the Registration Code, Applicant's Name, Father's Name should also be indicated while describing the grievance in the body of the email. Such email(s) will be attended to during office hours only.

6. No fee is required for submission of online application form.

7. **TERMS AND CONDITIONS:**

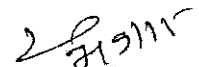
i. Merely satisfying the eligibility criteria do not entitle a candidate to be called for the written examination/skill test/interview etc.

ii. 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 said posts.

iii. 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 / skill 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.

- iv. 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 any ineligibility condition is detected at any point of time.
- v. 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 7(Seven) days of the date of publication of the list. Candidates are advised to visit the official website ([www.gconline.gov.in](http://www.gconline.gov.in)) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
- vi. No TA/DA shall be paid to the candidates for appearing in the written test/skill test/interview etc.
- vii. Candidates who are already in the Government Service shall have to produce "No Objection Certificate" from his/her present employer at the time of appointment.
- viii. The posts in the subordinate courts of Assam are transferable and the selected candidates will be allotted a place of posting as per the requirements and availability of vacancy in the subordinate courts of Assam. Decision of the High Court in all such matters will be final.
- ix. 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/skill test/interview etc. by publishing a notification in the official website and notice board of the High Court. Hence candidates are advised to regularly check the website of the High Court for latest updates.
- x. 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.
- xi. Any information submitted by an applicant in his/her application will bind the candidate personally and if found to be false, he/she may be liable for criminal prosecution apart from consequences in civil law as may be deemed necessary by the High Court.
- xii. 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.
- xiii. One candidate will be allowed to submit one application only indicating any one district of his/her choice.
- xiv. Provisional list of candidates, who are allowed to take part in the selection process may be prepared district wise. However, the High Court may decide to prepare a single Provisional list for all the districts of Assam.
- xv. Final select list of the candidates may be prepared district wise and candidates may be appointed as per their position in the final select list so prepared. However, the High Court may decide to prepare single select list only for all the districts of Assam and candidates may be appointed accordingly.
- xvi. The certificate for claim of reservation must be issued by competent authority.
- xvii. The High Court may put the finally selected candidates on probation for a particular period.
- xviii. The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- xix. All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.



(V.K. Chandak)  
Registrar (Admin)-cum-In Charge,  
Centralized Recruitment

Memo No.HC.XXXVII-33/2015/ 948A /R.Cell Dated Guwahati

Copy to:

1. The Registrar General, Gauhati High Court, Guwahati.
2. The Registrar (Vigilance/Judicial/Estt.), 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 Joint Registrar [Admin-I/Admin-II(Protocol)/Judicial/Recruitment/PM&P/OSD/OSD(R.Cell)], Gauhati High Court, Guwahati.
5. The Deputy Registrar (Judl/G&C/Appt./Vig/Admin-I), Gauhati High Court, Guwahati.
6. The Assistant Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
7. The Administrative Officer (Judicial),(\_\_\_\_\_), Gauhati High Court, Guwahati.
- ✓ 8. The System Analyst, Gauhati High Court, Guwahati for immediate uploading of the Advertisement in the High Court website with the caption: "Advertisement for direct recruitment of COMPUTER TYPIST for subordinate courts of Assam: Advertisement: Click here to apply online" with scroll in the home page.
9. PS to Hon'ble Mr. Justice \_\_\_\_\_ Gauhati High Court, Guwahati for favour of his lordship's kind information.
10. PS to Hon'ble Mrs. Justice \_\_\_\_\_ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
11. CA to Registrar (Admin), Gauhati High Court, Guwahati.
12. Notice Board.
13. Order File.



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Centralized Recruitment,  
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