

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

No. HC.XXXVII-88/2013/1434 /R. Cell

Dated Guwahati 23<sup>rd</sup> May, 2016

Important Dates		
Sl. No.	Description	Last Date & Time
1	Fresh application for candidature starts from	23/05/2016, 2:00 PM
2	Last date/time for fresh registration	07/06/2016, 3:00 PM
3	Last date/time of payment of fees	09/06/2016, Till bank transaction hour

1. Online applications are invited till 3.00 PM of 07-06-2016 from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up of the posts indicated below for the District & Sessions Judge establishments of **Sonitpur, Dibrugarh, Sivasagar, Cachar and Golaghat** districts. The number of vacancies shown is indicative only and may vary at the time of final selection. The posts are unreserved i.e. open category posts.

Sl. No.	Name of post	No. of Post	Scale of pay
1	Protocol Officer	5 (1 X 5)	Rs. 5200-20200/- with Grade pay of Rs.3000/-
2	Protocol Assistant	5 (1 X 5)	Rs. 5200-20200/- with Grade pay of Rs.2200/-
3	Protocol Attendant	5 (1 X 5)	Rs. 4560-15000/- with Grade pay of Rs.1500/-

2. **AGE:-**

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

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

3. **ELIGIBILITY & SELECTION CRITERIA FOR PROTOCOL OFFICER IS AS FOLLOWS:**

**(A) Eligibility Criteria:**

- (i) A graduate from any UGC recognized university with minimum six months diploma/certificate in travel and tourism management or hospitality management will be eligible to apply. A candidate awaiting final result need not apply.
- (ii) The candidate should be a permanent resident of the state of Assam. The candidate must have adequate knowledge of various cultures, histories, flora and fauna of Assam and other North Eastern states and also the places of interest and importance.

**(B) Selection Criteria:**

The selection test will consist of a written examination (Objective type multiple choices) of one paper (100 marks) conducted on OMR (Optical Mark Recognition) answer scripts and viva-voce (30 marks).

There will be 100 (One hundred) objective type questions on the subjects of General English, General Intelligence and General Awareness besides special reference to Assam and other North Eastern states. For every correct answer, the candidate will be awarded 1 (one) mark. There will be no negative mark for wrong answer. The cut off marks shall be as decided by the Gauhati High Court.

Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Gauhati High Court.

**4. ELIGIBILITY & SELECTION CRITERIA FOR PROTOCOL ASSISTANT IS AS FOLLOWS:**

**(A) Eligibility Criteria:**

- (i) A graduate from any UGC recognized university will be eligible to apply. A candidate awaiting final result need not apply.
- (ii) The candidate should be a permanent resident of the state of Assam. Preference may be given to a candidate possessing knowledge of various cultures, histories, flora and fauna of Assam and other North Eastern states and also the places of interest and importance.

**(B) Selection Criteria**

The selection test will consist of a written examination (Objective type multiple choices) of one paper (100 marks) conducted on OMR (Optical Mark Recognition) answer scripts and viva-voce (30 marks).

There will be 100 (One hundred) objective type questions on the subjects of General English, General Intelligence and General Awareness besides special reference to Assam and other North Eastern states. For every correct answer, the candidate will be awarded 1 (one) mark. There will be no negative mark for wrong answer. The cut off marks shall be as decided by the Gauhati High Court.

Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Gauhati High Court.

**5. ELIGIBILITY & SELECTION CRITERIA FOR PROTOCOL ATTENDANT IS AS FOLLOWS:**

**(A) Eligibility Criteria**

- (i) A candidate who has passed Class-VIII.
- (ii) The candidate should be a permanent resident of the state of Assam.

**(B) Selection Criteria**

The selection test will consist of a written examination (Objective type multiple choices) of one paper (100 marks) conducted on OMR (Optical Mark Recognition) answer scripts and viva-voce (30 marks).

There will be 100 (One hundred) objective type questions on the subjects of General English and General Awareness. For every correct answer, the candidate will be awarded 1 (one) mark. There will be no negative mark for wrong answer. The cut off marks shall be as decided by the Gauhati High Court.

Thereafter, the candidates equal to 3 times of the number of vacancies (1:3), in order of merit in the written examination, will be called for viva voce and checking of original testimonials. On the basis of marks obtained in written test and viva-voce the final panel will be prepared. However, final selection shall be subject to overall suitability to be decided by the Gauhati High Court.

**6. HOW TO APPLY:** Candidates who fulfil the requisite criteria can submit their online application forms through the website [www.ghconline.gov.in](http://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 viz. Name, Father's Name, Date of Birth, Mobile No. and Email ID. After submission of these informations the system will generate a **Registration Code** which will be displayed on the same page prominently. 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:* In this Phase, a candidate who has created his/her Registration Code in Phase 1, will have to provide his/her profile details, viz. gender, category, address, qualification, experience and other candidature specific information and has to **save** the data by clicking the **Update Data** button.

*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 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) 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.

The fresh registration process for candidature will be **closed on the last date of registration**.

However, an already registered candidate can keep uploading/modifying his/her candidature specific data in Phase 2 and Phase 3 till last date of submission which will be declared on the website and usually **4-5 days** later from last date of registration.

**However, uploading data in these two 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. **Before submitting Candidature** please ensure that

- 1) All detail informations in Phase 2 have been filled up and in case of non availability of data he/she should fill as per instruction provided. No field box should be left blank.
- 2) Passport Photo image file as described above has been uploaded.
- 3) Signature image file as described above has been uploaded.

Only after these verifications, the candidate should proceed for submission of the candidature/application. Initially the **Submit Candidature** button will be displayed in faded color and deactivated. On clicking the **Declaration check box** on the page, the button **Submit Candidature** will turn to green color and activated for submission of candidature. **No more modification will be possible after submission of candidature.**

*Phase 4:* 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. The candidates can pay the fee amount **after two working days** from the date of submission and **on or before the last date** fixed for payment of fees. The payment can be made at any branch of State Bank of India. The mode of payment is cash only. 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.

The fee payment information viz. Journal No., Paid Amount, Payment Date etc. will be

reflected on the candidates account of this Phase **after two working days** from the date of payment at the bank. Then the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature. 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 [admin@ghcrecruitment.in](mailto:admin@ghcrecruitment.in), mentioning the Post Name in the Subject line and related Registration Code, Applicant Name, Father's Name along side the grievance in the body of the e-mail.


7. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.
8. The details of application fee to be paid by the candidates are indicated below:

<b>APPLICATION FEE</b>	
<b>For SC/ST/PWD</b>	<b>For all others</b>
Rs. 180/-	Rs. 360/-

**9. TERMS AND CONDITIONS:**

- i. Merely satisfying the eligibility criteria do not entitle a candidate to be called for the written examination/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 / 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 the stipulated period indicated in the relevant notification. Candidates are advised to visit the official website ([www.ghconline.gov.in](http://www.ghconline.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/interview etc.
- vii. 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. There shall be no relaxation of age in respect of any in service candidate.
- 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 written examination/interview etc. by publishing a notification in the official website and notice board of the High Court.
- ix. 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.

- x. 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.
- xi. 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.
- xii. Separate application form will have to be submitted to apply for more than one post indicating any one district of his/her choice.**
- xiii. A common examination will be held for each of the posts covering all five districts.
- xiv. List of successful candidates of the written examination may be prepared district wise and they may be called to interview accordingly. However, the High Court may decide to prepare single select list only for all the district of Assam and candidates may be called to interview accordingly.
- 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 period of 2(Two) years. The High Court reserves the right to dismiss from service any selected candidate during the period of probation without assigning any reason thereof.
- xviii. The appointment and conditions of service of Protocol Officers, Protocol Assistants and Protocol Attendants shall be governed by the Rules, if notified in due course by Government of Assam/Gauhati High Court.
- xix. Posting and transfer of the finally selected candidates shall be as decided by the Gauhati High Court. Decision of the High Court in all such matters will be final.
- xx. If any candidate is found canvassing directly or indirectly, his/her candidature will be liable for rejection.**
- xxi. The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- xxii. All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.

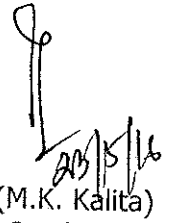
  
 (M.R. Kalita)  
 Registrar (Admin)-cum-In Charge,  
 Centralized Recruitment

Memo No.HC.XXXVII-88/2013/1434A/R.Cell Dated Guwahati 23<sup>rd</sup> May, 2016

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. District & Sessions Judge, Sonitpur/Dibrugarh/Sivasagar/Cachar/Golaghat with a request to display the advertisement in the notice board and website of their respective courts.
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 System Analyst, Gauhati High Court, Guwahati for immediate uploading of the Advertisement in the High Court website with the caption: "Advertisement dated 23-5-2016 for direct recruitment of Protocol Officer, Protocol Assistant & Protocol Attendant for Sonitpur, Dibrugarh, Sivasagar, Cachar and Golaghat districts of Assam: Advertisement: Click here to apply online" with a 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.



(M.K. Kalita)  
Registrar (Admin)-cum-In Charge,  
Centralized Recruitment,  
Gauhati High Court