

THE GAUHATI HIGH COURT AT GUWAHATI
The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh

No. HC.V-17/2015/258/Estt

Dated 01/04/2015

1. Applications are invited from eligible candidates for direct recruitment to the following posts in the **Gauhati High Court, Guwahati**:

Sl. No.	Name of the Post	Pay Scale	No of Vacancies <i>(Vacancy position may vary at the time of appointment)</i>
1.	Computer Assistant (Principal Seat of the Gauhati High Court)	5200-20200 + GP 2400 (PB-2)	14 (Fourteen)
2.	Computer Assistant (Law Research Institute)	5200-20200 + GP 2400 (PB-2)	1(One)

Reservation will be as per Gauhati High Court Services (Appointment, Condition of Service & Conduct) Rules, 1967.

2. Candidate must **not be less than 18 years and more than 38 years** of age as on the date of advertisement. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category.
3. The **required qualification** for the post of Computer Assistant is as follows:
- **Educational-** Graduate from a recognized university.
 - **Technical-** Diploma/certificate in Computer Operation and must have received training for execution of the works such as 1) Data entry and DTP works, 2) Basic Hardware maintenance including installation of

peripheral devices; 3) Setting up and configuring LAN; 4) Using utilities and application software, 5) Web designing & Web based application of computers.

4. **How to apply:**

- i) The applicant has to fill up his application form as per the format available in the Gauhati High Court website for the post of Computer Assistant and same should be prepared in MS-Word/Open Office application and saved in **.doc** or **.docx** format.
- ii) The applicant has to scan his recent **passport size photograph** in **.jpg** or **.jpeg** format. The image dimension of the photo should be **3.5 cm (width)** and **4.5 cm (height)**. The size of the image of photograph should be between **5kb** to **30kb**.
- iii) The applicant has to scan his **signature** with clean white background in **.jpg** or **.jpeg** format. The image dimension should be **3.5 cm (width)** and **1.5 cm (height)**. The size of the image of signature should be between **5kb** to **30kb**.
- iv) The applicant has to send the documents under **Sl. No. i, ii & iii** as **attachment** to the E-mail ID **ca2015.ghc@gmail.com**. In the subject line of the mail please enter **"Application for the post of Computer Assistant"**. Before sending the mail, please ensure that the three attachments are attached/loaded properly.

After successful sending of E-Mail, the candidates are directed to take a printout of the '**Sent E-Mail**' and keep it for further communications with the High Court.

5. **Candidates must apply on or before 5.00 P.M. of 20.04.2015.**

6. Applications submitted through modes other than the prescribed mode will not be entertained and will be summarily rejected. Applications received after the last date of submission will not be accepted under any circumstances.

7. The candidates **NEED NOT SUBMIT** any testimonial/ certificate or print out of the "Sent E-Mail" at this stage. Application along with the required documents would be scrutinized at the time of interview/viva voce.
8. Candidates already in Government services should produce a "**No Objection Certificate**" from the competent authority, if and when called for the interview.
9. Examinations will be conducted in Guwahati. However, the decision of the Hon'ble Gauhati High Court regarding any change in the examination venue will be final.
10. Candidates will have to appear in written test, skill test and interview at the time and place to be notified in due course through the official website of the Gauhati High Court, Guwahati.
11. The **modalities/scheme of selection process** would be as follows:

I] Written Examination: [150 Marks] - - - - - 2 Hours

- General English/ General Aptitude/General Awareness

II] Skill Test: [50 Marks] - - - 30 minutes

- Data Entry and DTP works -10 marks.
- Basic hardware maintenance including installation of peripheral devices-10 marks.
- Setting up and configuring LAN-10 marks.
- Using utilities and application software-10 marks
- Web designing and Web based application of Computers-10 marks

III]. Viva voce/Interview (25 marks)

Grand Total Marks: 150+50+25=225

12. **Kindly check the Gauhati High Court website regularly for notices as well as any latest information.**
13. No application fee is required to apply for the aforesaid posts.
14. No T.A., D.A. will be paid for appearing in the written test/skill test/ interview.
15. All other matters, not specifically provided herein, shall be as decided by the Recruiting Authority.

Sd/-

**REGISTRAR (ADMN)
-Cum-In Charge, Centralised Recruitment**

Memo No. HC.V-17/2015/ 258^A/ Estt

Dated 01/04/2015

Copy to:

1. The Registrar (Vig/Judl), Gauhati High Court, Guwahati.
2. The Registrar-cum- Principal Secretary to Hon'ble the Chief Justice (Acting), Gauhati High Court, Guwahati.
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 Librarian –cum- Research Officer, Gauhati High Court, Guwahati.
7. The System Analyst, Gauhati High Court, with a direction to upload it in the official website of the Gauhati High Court immediately.
8. The Pvt. Secretary to Hon'ble Mr. Justice, Gauhati High Court, Guwahati.
9. The Pvt. Secretary to Hon'ble Mr. Justice....., Gauhati High Court, Guwahati.
10. The Pvt. Secretary to Hon'ble Mr. Justice....., Gauhati High Court, Guwahati.
11. The Administrative Officer (J) (), Gauhati High Court, Guwahati.
12. CA to the Registrar General, Gauhati High Court, Guwahati.
13. P.S to the Registrar (Admn), Gauhati High Court, Guwahati.
14. The Gauhati High Court Notice Board.
15. The Order file.

**REGISTRAR (ADMN)
-cum-In Charge, Centralised Recruitment**

M.C.
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