

# **GAUHATI HIGH COURT AT GUWAHATI**

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

Website: [www.ghconline.gov.in](http://www.ghconline.gov.in)

No. HC.V-18/2015/ 741 /Estt.

Dated 3.10.2015

1. **Online** applications are invited from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up of the following vacancies in the **Principal Seat and Law Research Institute of the Gauhati High Court, Guwahati**. The number of vacancies shown below is indicative only and may vary at the time of final selection. Reservation of posts for different categories would be as per the existing Gauhati High Court Rules.

Name of the Post	Pay Scale	Total vacancy
Private Secretary	Rs. 12000 - 40000 + GP 5900/- (PB-4)	18 nos.
Senior Personal Assistant	Rs. 8000- 35000 + GP 4300/- (PB-3)	6 nos.

2. **AGE:** Candidate must **not be less than 18 years and more than 38 years** of age as on the last date of receipt of applications. The upper age limit will be relaxable by 5 years in case of candidates belonging to SC and ST category only as per High Court Rules.

3. **ELIGIBILITY CRITERIA:**

(a) **For the post of Private Secretary** : Candidates should possess a Bachelor's degree from a recognized University with a Diploma Certificate in Stenography/Shorthand in English with a minimum speed of 120 wpm in shorthand and 50 wpm typing speed on a computer. Due weightage will be given to a Law Graduate.

(b) **Senior Personal Assistant** : Candidates should possess a Bachelor's degree from a recognized University with a Diploma Certificate in Stenography/Shorthand in English with a minimum speed of 100 wpm in shorthand and 40 wpm typing speed on a computer. Due weightage will be given to a Law Graduate.

4. **MODALITIES:** The **scheme of selection process** would be as follows:

<b>Stage 1: Written Examination on objective type &amp; descriptive type questions.</b> [English & General Knowledge]	<b>50</b>	<b>Marks</b>
<b>Stage 2: Stenography test (Dictation and transcription)</b>	<b>90</b>	<b>Marks</b>
<b>Stage 3: Viva-voce/ Interview...</b> .....	<b>10</b>	<b>Marks</b>

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**GRAND TOTAL: 150 Marks**

5. **Details of Stenography test:**

**For the post of Private Secretary:**

Sl. No.	Details	Marks
1.	Voice testing before dictation	2 Minutes
2.	Speed test in Shorthand at a speed of 120 words per minute (Duration 7 minutes) [840 words]	90 Marks
3.	Time to be given to the candidates for testing the computer	3 Minutes
4.	Time for transcription of the dictated portion in computer	20 Minutes
5.	Viva Voce	10 marks

**For the post of Senior Personal Assistant:**

Sl. No.	Details	Marks
1.	Voice testing before dictation	2 Minutes
2.	Speed test in Shorthand at a speed of 100 words per minute (Duration 7 minutes) [700 words]	90 Marks
3.	Time to be given to the candidates for testing the computer	3 Minutes
4.	Time for transcription of the dictated portion in computer	20 Minutes
5.	Viva Voce	10 marks

**6. HOW TO APPLY:**

(A) Candidates, who fulfil the requisite criteria can submit their **online application forms** through the links provided in the website **[www.ghconline.gov.in](http://www.ghconline.gov.in)** by following the steps indicated below. Application made through any other mode(s), except **online**, shall be rejected summarily without any communication.

**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.

(B) The printout of the acknowledgement receipt shall have to be submitted at the time of document verification.

(C) **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.**

- (D) A copy of the acknowledgement slip and required copies of testimonials should be kept ready for submission to the Gauhati High Court as and when called for.
- (E) Candidates are to download and print their admit cards, within the dates and 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.
- (F) No fee is required for submission of online application form.

## **7. TERMS AND CONDITIONS:**

- (i) Furnishing of incorrect information in the application form will entail disqualification and other consequences, at any stage even after appointment.
- (ii) **Separate application will have to be submitted for applying for both the posts.**
- (iii) 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.
- (iv) Candidates who are already in Govt. Service will have to submit "**No Objection Certificate**" from proper authority at the time of appointment.
- (v) The 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.
- (vi) Merely satisfying the eligibility criteria do not entitle a candidate to be called for written test/skill test/viva voce etc.
- (vii) 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, his/her candidature shall stand cancelled without any notice, unless otherwise decided by the High Court.
- (viii) 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.
- (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) 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.
- (xii) Candidates are advised for their own interest to regularly visit the High Court website ([www.gqconline.gov.in](http://www.gqconline.gov.in)) for latest updates and information.
- (xiii) 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.

- (xiv) All other matters which are not specifically provided herein shall be as decided by the High Court.
- (xv) **Last date of submission of application is 19.10.2015 upto 2 p.m.**
- (xvi) Original certificates alongwith 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.

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31/10/15

(V.K. Chandak)  
Registrar (Admn.)-cum-  
I/c Centralized Recruitment

8/1  
31/10/15

**Memo No. HC.V-18/2015/741.A./Estt., Dated 3.10.2015**

**Copy for information 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.
4. The Joint Registrar, .....,Gauhati High Court, Guwahati.
5. The Deputy Registrar, ..... Gauhati High Court, Guwahati.
6. The Assistant Registrar, ....., Gauhati High Court, Guwahati.
7. The System Analyst, Gauhati High Court, for immediately uploading the advertisement in the official website of Gauhati High Court.
8. P.S. to Hon'ble Mr. Justice ....., Gauhati High Court, Guwahati.
9. AOJ(.....), Gauhati High Court, Guwahati.
10. P.S. to Registrar (Admin.), Gauhati High Court, Guwahati.
11. Gauhati High Court Notice Board (old block/new block).

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