

**THE GAUHATI HIGH COURT AT GUWAHATI**  
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

**NOTIFICATION**

No. HC.XXXVII-99/2013/ 693 /R.Cell,

Dated Guwahati 15-5-2015

The Gauhati High Court has been pleased to call for options provisionally (in the prescribed format of application annexed with this Notification) from the serving Stenographers of the District Courts of Assam, who are eligible as per the criteria indicated below, for preparation of a panel of eligible Stenographers for promotion to Stenographer Grade-I and Stenographer Grade-II against the available sanctioned vacancies in the District Courts of Assam.

Options are called from Stenographers who fulfill the following criteria:

- i. Irrespective of any grade and educational qualification they possess, existing Stenographers, who have completed 15 (fifteen) years of service.
- ii. Irrespective of their educational qualification they possess, existing Grade-III Stenographers, who have completed 5 (five) years of service.

The Stenographers, who furnish their options, will have to appear in a Speed Test as indicated below:

<b>Speed Test for Promotion to Grade-I</b>		
<b>Sl. No.</b>	<b>Subject</b>	<b>Time/Marks</b>
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]	50 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 30 or more marks out of 50 will be eligible for promotion to Grade-I	
<b>Speed Test for Promotion to Grade-II</b>		
1.	Voice testing before dictation	2 minutes
2.	Speed test in Shorthand at a speed of 80 words per minute (Duration 7 minutes)[560 words]	50 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 30 or more marks out of 50 will be eligible for promotion to Grade-II	

The District & Sessions Judges/Presiding Officers/Chief Judicial Magistrates of the District Courts of Assam are directed to forward the option(s) of the Stenographer(s), if any, of his/her establishment through a special messenger so as to reach the Joint Registrar(Recruitment), Recruitment Cell, Gauhati High Court(Old Block), Guwahati on or before 26-5-2015(Tuesday).

The the concerned District & Sessions Judges/Presiding Officers/Chief Judicial Magistrates of the District Courts of Assam are directed to declare the result of the promotional process within a period of 1(One) month from the date of issuance of this Notification after completing the same, if the same was initiated but not completed in terms of this Registry's letter No.HC.XXX.VII-99/2014/9638/R.Cell dated 25-3-2014.

*20*  
*15/5/15*

Further, the District & Sessions Judges/Presiding Officers/Chief Judicial Magistrates of the District Courts of Assam are directed not to initiate fresh promotional process in terms of the aforementioned letter dated 25-3-2014.

On receipt of options, the date, time and venue of the Speed Test will be notified in due course.

By Order.

*[Handwritten Signature]*  
15/5/15

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

*[Handwritten Signature]*  
15-05-2015

Memo No. HC.XXXVII-99/2013/693 A/R.Cell, Dated Guwahati 15-5-2015

Copy to:

1. Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance/Judicial), Gauhati High Court, Guwahati.
3. Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati for favour of information of his lordship.
4. The District & Sessions Judges of all districts of Assam for information and necessary action.
5. The Presiding Officer, Labour Court, Guwahati/Labour Court, Dibrugarh for information and necessary action.
6. The Presiding Officer, Industrial Tribunal, Kamrup, Guwahati/ Industrial Tribunal, Silchar, Cachar/Industrial Tribunal, Dibrugarh for information and necessary action.
7. The Principal Judge, Family Court No.1, Guwahati/Family Court No:2, Guwahati/ Family Court No.3, Guwahati/Family Court, Silchar, Cachar/Family Court, Barpeta for information and necessary action.
8. The Presiding Officer, STAT & Member, MACT No.1, MACT No.2, MACT No.3 & MACT No.4, Guwahati/ MACT, Nagaon/ MACT, Barpeta/ MACT, Silchar,Cachar/ MACT, Nalbari/MACT, Dhubri/MACT, Goalpara for information and necessary action.
9. The Special Judge, Assam, Guwahati/Judge, Designated Court, (TADA), Guwahati, Assam for information and necessary action.
10. The Special Judge, CBI, Guwahati/Addl. CBI Court No. 1, Guwahati/ Addl. CBI Court No. 2, Guwahati/Addl. CBI Court No. 3, Guwahati for information and necessary action.
11. Joint Registrar (Admin-I/Admin-II/Judicial/Recruitment/PM&P/Vig & Esstt/OSD), Gauhati High Court, Guwahati.
12. Chief Judicial Magistrates of all districts of Assam for information and necessary action.
13. Deputy Registrar (Judl/Bench/G&C/Admin), Gauhati High Court, Guwahati.
14. Assistant Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
15. Administrative Officer (Judicial),\_\_\_\_\_, Gauhati High Court, Guwahati.
- ✓ 16. System Analyst for uploading the Notification in the official website of the High Court, immediately under the caption "Calling of options for promotion from serving Stenographers of District Courts of Assam" with a scroll in the home page.
17. PS to Hon'ble Mr. Justice \_\_\_\_\_Gauhati High Court, Guwahati for favour of his lordship's kind information.
18. PS to Hon'ble Mrs. Justice \_\_\_\_\_Gauhati High Court, Guwahati for favour of her ladyship's kind information.
19. CA to the Registrar(Admin), Gauhati High Court, Guwahati.
20. The High Court Notice Board.
21. Order File.

*[Handwritten Signature]*  
15/5/15

(V.K. Chandak)  
Registrar(Admin)-cum-IC,  
Centralized Recruitment,  
Gauhati High Court, Guwahati

*[Handwritten Signature]*  
15-05-2015

## **The Gauhati High Court at Guwahati**

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

### **Application Form for Serving Stenographers of District Courts of Assam**

One recent coloured passport photo should be affixed here and candidate should sign across the photograph. 2 copies of the same photograph should be stapled in the top right corner of this application form. Candidate should write their full name on the reverse of the 2 stapled photographs.

1. Name (IN BLOCK LETTERS):
2. Gender:
3. Category (General/SC/ST (P)/ST (H)/OBC/MOBC/PWD):
4. Father's name:
5. Mother's name:
6. Husband's Name (In case of married female candidate):
7. Date of birth (as per school certificate):
8. Age as on the last date of submission of application:
9. Nationality:
10. Whether married? If yes, whether more than one spouse living:
11. Educational Qualification(s):

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

12. Other qualification(s), if any:
13. Date of entry in the service:
14. Date of entry in the present post:
15. Date of Retirement:
16. Whether any departmental proceeding initiated/pending against you. If yes, give details/result thereof (add separate sheet, if necessary):
17. Address for Correspondence:

18. Permanent Address:
19. Is any FIR/Complaint/Criminal Case/Chargesheet/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. Scale of pay (with grade pay) in the present post:
23. Whether income tax assessee? If so, PAN/GIR No., If any:
24. E-mail id (if any):
25. Telephone/Mobile No.:
26. Do you have any objection if you are posted, on promotion, in a district of Assam, other than the one in which you are working at present? (Answer in Yes or No.):
27. Give brief service profile:

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

Place & Date:

Full signature of the applicant