

THE GAUHATI HIGH COURT AT GUWAHATI

(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

ADVERTISEMENT

Ref: No. HC.XXXVII-78(A)/2012/4271/R.Cell

Dated Guwahati the 18th July 2013

1. Online applications are invited till 5.00 pm of ~~5-8-2013~~ for 23 (Twenty Three) posts of Court Managers (in accordance with the stipulations contained in the recommendation of 13th Finance Commission), for Gauhati High Court (Principal Seat) and District Courts of Assam purely on **Contractual** basis. Applications submitted in any other mode except online shall be summarily rejected without any communication. Candidates should apply online much before the last date to avoid any unforeseen technical snag like web jam etc.
2. The total number of vacancies are 23(Twenty three) out of which 1(One), 2(Two), 3(Three), 1(One) and 1(One) are reserved for SC, ST(P), ST(H), OBC/MOBC and PWD(Persons with Disabilities) respectively. If sufficient number of suitable candidates for filling up the reserved vacancies is not available for these classes in any particular year then such of the vacancies which remain unfilled would be available to the others.
3. The appointment for the aforesaid posts shall be purely on contractual basis. No claim for regularisation of service/permanent employment shall be entertained in the High Court or in the Sub-ordinate Courts on the basis of service rendered under this project.
4. **Qualification:-** No person shall be eligible for appointment to the post of Court Manager by direct recruitment, unless he/she possesses the following qualifications:
 - (i) A Bachelor Degree with Masters in Business Administration(MBA) or Advanced Diploma in General Management from a UGC recognised University or Institution in India.
 - (ii) 5 (Five) years' experience/training in systems and process management or 5 (Five) years' experience/training in I.T. Systems Management/Human Resources Management/Financial Management from a Govt./ Established Organization. However, if sufficient numbers of candidates having 5(Five) years' experience do not apply, the requirement of 5 (Five) years' experience may be relaxed by the Hon'ble Chief Justice suitably.
 - (iii) Excellent communication skills in Hindi, English and official language(s) of the State of Assam.
 - (iv) Excellent Social skills.
 - (v) Excellent computer applications skills, and
 - (vi) Preference will be given to the candidates having qualification and experience in the field of Law and/or possessing a B.E./ B. Tech. degree.
5. **Age:-** Between 25 (twenty five) to 35 (thirty five) years as on the last date fixed for receipt of applications. The upper age limit for candidates belonging to Scheduled Caste and Scheduled Tribes of the State of Assam is relaxable by 3 (three) years.
6. **Duties and Responsibilities:-**
 - A. The Court Manager shall assist the Registrar General and other Registrars and Officers in the Principal Seat of the High Court and District Courts in the respective Judicial Districts, as the case may be, in administrative functioning of the Courts to enhance the efficiency of the Court Management.

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- B. While performing such function, the Court Manager shall work under the control of the Registrar General in case of appointment in the Principal Seat of the Gauhati High Court or of a District and Sessions Judge in case appointment in a District Courts, as the case may be.
- C. The incumbent appointed as Court Manager shall maintain professional secrecy and shall not divulge any information, which may come to his knowledge to anyone under any circumstances. Breach of this condition shall make him liable to be removed, forthwith.
- D. The Court Manager, apart from any other work that may be assigned to him/her by the Registrar General or District & Sessions Judge, may be entrusted with the following responsibilities:-
- (i) Political and Standards:-
- (a) Based on applicable directives of Superior Courts, establish the performance standards applicable to the Court (including on timeliness, efficiency, quality of Court performance; infrastructure; and human resources; access to justice; as well as for systems for court management and case management).
- (b) Carry out an evaluation of the compliance of the court with such standards; identify deficiencies and deviations; identify steps required to achieve compliances; maintain such an evaluation on a current basis through annual updates.
- (ii) Planning:-
- (a) In consultation with the stakeholders of a court (including the Bar, Ministerial staff, Executive Agencies supporting judicial functions such as prosecutors/police/process serving agencies and court users), prepare and update annually a 5 year Court wise Court Development Plan (CDP);
- (b) Monitor the Implementation of the CDP and report to superior authorities on progress.
- (iii) Information and Statistics:-
- (a) Ensure that statistics on all aspects of functioning of the Court are compiled and reported accurately and promptly in accordance with systems established by the High Court.
- (b) Ensure that reports on statistics are duly completed and provided as required;
- (iv) Court Management:- Ensure that the process and procedures of the Court (including for filing, certified copies, scheduling, conduct of adjudication, access to information and documents and grievance redressal) are fully complied with the politics and standards established by the High Court for Court management and that they safeguard quality, ensure efficiency and timelines, and minimize costs to litigants and to the State; and enhance access to justice.
- (Note: standard systems for Court management should be developed at the High Court level.)
- (v) Case management:- Ensure that case management systems are fully complied with the policies and standards established by the High Court for case management and that they address the legitimate need of each individual litigant in term of quality, efficiency and timeliness, costs to litigants and to the State.
- (Note: standard systems for Court management should be developed at the High Court level.)
- (vi) Responsiveness Management –Access to Justice-Legal Aid and User Friendliness:- Ensure that the Court meets standards established by the High Court on access to justice, Legal-Aid and ADR methods and user friendliness.
- (vii) Quality Management:- Ensure that all directions issued by the High Court from time-to-time are complied with.

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- (viii) Human Resource Management:- Ensure that Human Resource Management of ministerial Staff in the Court comply with the Human Resource Management standards established by the High Court.
- (ix) Core System Management:- Ensure that the core system of the Court is established and function effectively (documentation management; utilities management; Infrastructures and facilities management; financial systems management, Audits; accounts; payments) in co-ordination with Register General and District & Sessions Judge.
- (x) IT System Management:-
- (a) Ensure that the IT systems of the Court comply with standards established by the High Court and are fully functional.
- (b) Feed the proposed National Arrears Grid to be set up to monitor the disposal of cases in all the Courts, as and when it is set up.

7. Tenure:-

- (a) All appointments to the post of Court Manager shall be purely on contractual basis, which can be terminated at any time without any prior notice;
- (b) The maximum tenure of service will be for the plan period of 13th Finance Commission, i.e. till 31.03.2015.

8. Recruitment:-

- (a) The Selection Committee constituted by Hon'ble the Chief Justice, after holding a Written Examination followed by Viva-Voce, shall prepare a list of candidates in the order of merit eligible for appointment and recommend the names of selected candidates to Hon'ble the Chief Justice for approval.
- (b) The person selected by the Selection Committee shall not be appointed-
- i. Unless he/she is of good character and is in all respect suitable for appointment to the service.

9. Pay & Allowances:- A Court Manager shall be entitled to a consolidated pay of ₹ 50,000/- (Rupees fifty thousand only) per month, with an increase of 10% after 12 (twelve) months of continuous service.

10. Transfer:-

- (a) The post of Court Manager shall be transferable throughout the State of Assam.
- (b) The appointing authority shall have the prerogative to transfer a Court Manager from one place to another at any time.

11. Disqualification:- In any of the following cases, applicants/ Candidates may be liable for prosecution and/or their candidature for selection may be cancelled and/or he may be prohibited, temporarily or for any specific time period who appear in any Examination conducted by the Gauhati High Court:-

- (a) If he or she takes or attempts to take any favour in any form at any stage of Examination or interview, by,
- i. impersonation by or for the candidate/applicant, or,
- ii. making or submitting any forged document in support of his or her candidature, or,
- iii. concealing any material information or providing any false information at any stage of selection process, or,
- iv. using or attempting to use, improper or illegal means, either for purpose of being permitted to appear in Examination at any stage of Examination or during interview room/hall, or,

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(b) If he/she, during written Examination or interview, harasses or threatens or causes physical injury to or misbehaves with any officer, employee engaged therefor, or,

(c) If he or she, disobeys any directions relating to Examination including oral directions by the invigilator or observer or any other Officer or employee engaged in conduction of Examination or interview.

Note- Canvassing in any form will also lead to disqualification. Similarly, any attempt on the part of a candidate to enlist support for his candidature through persons of influence or officers of Government will also disqualify him for appointment.

12. **Lien**:- The holder of the post of Court Manager cannot claim lien over any of the posts in any service including the Gauhati High Court Services.
13. **Reservation**:- The reservation policy as applicable to the High Court service under the Gauhati High Court (Appointment, Conditions of Service & Condition) Rules, 1967 shall be applicable.
14. **Training**:- Every person appointed to the post of Court Manager shall undergo training as may be prescribed by the High Court from time to time.
15. **Residuary Provision**:- All other matters which are not specifically provided herein shall be as decided by the Gauhati High Court.
16. **Procedure and guidelines for submitting Online Application**:-
Detail procedure and guidelines for submitting online applications is available on official website of the Gauhati High Court i.e. www.ghconline.gov.in. If any problem occurs in filling or submitting the Online Application, candidates may contact the Recruitment Cell, Gauhati High Court in the following numbers: 0361-2733661, 2733852, 2733827.
17. **Admit Cards**:- Admit cards for the Written Examination shall be available on the official website of Gauhati High Court and candidates shall have download and take print-outs of Admit Card during the period indicated in this advertisement. In the examination it shall be necessary for every candidate to bring his Admit Card with him.
18. **Examination Fees**: - There shall be examination fee of Rs. 300/- for candidate belonging to Unreserved & OBC/MOBC Categories and Rs. 150/- for candidate belonging to SC, ST and PWD categories. The aforesaid fee has to be deposited by "Fee Payment Challan" available with this advertisement as well as the online application web portal.
19. **Travel Expense**: - No TA/DA will be payable to the candidates for attending the written examination, Interview & Project Report etc.
20. **Selection Process**: - Whole selection process shall be conducted in two phases namely (1) Written Examination & (2) Interview & Project Report.
The Written Examination shall consist of an Objective Type (multiple choices) Examination consisting of 3(three) papers with breakup of marks as follows:

Phase 1		
Sl. No.	<u>Paper-I</u> (2 hours duration) Subject components	Maximum marks
1.	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human	100

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	Resource Management, Computer Skills	
Sl. No.	Paper-II (45 minutes duration) Subject components	Maximum marks
2.	General Knowledge, English, Legal Knowledge & General Aptitude	50
Sl. No.	Paper-III (45 minutes duration) Subject components	Maximum marks
3.	Official language of the state of Assam	50

Phase 2		
Sl. No.	Subject components	Maximum marks
1	Interview & Project Report	50

The Objective Type (multiple choices) Examination will consist of 3(three) papers on OMR (Optical Mark Recognition) answer sheet. Paper-III shall be of qualifying in nature and marks secured therein shall not be counted in arriving at the total aggregate of marks obtained.

For every correct answer in the Written Examination, the candidate will be awarded 1(one) mark. There shall be no negative mark for wrong answer. The question(s) not attempted will receive no credit or discredit. Candidates have to secure at least 30% marks out of 50 marks to qualify in the official language paper (Paper-III).

No candidate shall be considered to have qualified in Paper-I & II unless he/she obtains minimum 50% marks in the aggregate, provided that there will be relaxation of 5% in Paper-I & Paper-II for SC, ST(P) and ST(H) candidates. Those candidates who qualify in the Written Examination (Phase 1), shall be called (In the ratio of 1:3 i.e. 3 candidates for 1 vacancy in order of merit) for Interview & Project Report and checking of original documents/testimonials etc. Interview shall be of 50 marks.

Interview & Project Report:-

After declaration of Result of the Written Examination, Interview shall be held at Gauhati High Court Campus, and/ or at other places as notified/decided by the High Court, on the dates which shall be notified on the website of Gauhati High Court.

Before interview, every candidate, by providing him 7(Seven) days, shall be asked to prepare a short project report on a given topic/subject communicated through e-mail/SMS or by any other means of communication as decided by the High Court. The candidate shall have to submit/send it to the Registrar (Administration) so as to reach at least four days prior to the interview. Such project report shall be evaluated by the Interview Board during the interview. The Interview & Project Report shall be of 50 marks and minimum 30 marks have to be secured by the candidate to be finally selected.

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21. Final Selection List/ Result:- Result shall be declared and published on the Official Website and also the Notice Board of the Hon'ble Gauhati High Court. The Selection list so prepared shall be valid for One year.
22. Elimination of Exam Materials:- Due to scarcity of storage space, used/ unused answer sheets and all other examination materials shall be eliminated after 3 (three) months of publication of the Final Selection List. Gauhati High Court reserves the right to alter/change any of the stipulations indicated in the advertisement.
23. Exam Schedule etc.: Shortly after closure of receipt of the online applications, the list of candidates who will be provisionally allowed to appear in the written examination will be published in the official website of the Gauhati High Court along with a Notification containing other details. The written examination will be held on **25-8-2013 (Sunday)** in Guwahati from **10.00 am to 12.00 pm (Paper-I)**, **12.45 pm to 1.30 pm (Paper-II)** & **2.15 pm to 3.00 pm (Paper-III)**. The Admit Cards for the examination will be made available for download from **11.00 AM of 17-8-2013(Saturday)** to **5.00 PM of 23-8-2013 (Friday)** in the official website (www.ghconline.gov.in) of the Gauhati High Court. The aforementioned dates are tentative which are subject to change(s) for unavoidable circumstances. Any such changes will be notified in advance in the aforementioned website. Candidates should visit the aforementioned website regularly for latest updates and information.

sd/-

(R. Duarah)

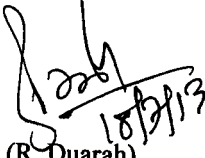
Registrar (Administration) -cum-
In charge, Recruitment Cell,
Gauhati High Court

Memo No. HC.XXXVII-78(A)/2012/4 272 to 4275/R.Cell

Dated Guwahati the 18th July, 2013

Copy to:

- ✓ System Analyst for uploading the Advertisement immediately in the official website of the High Court in the pattern of "Advertisement for recruitment of Court Manager : Fee Payment Challan : Click here to apply online" with a scroll in the Home Page of the website. He is further directed to activate and maintain the online application link in the said website.
2. CA to the Registrar General, Gauhati High Court, Guwahati.
 3. The High Court Notice Board.
 4. Order File.


(R. Duarah)

Registrar (Administration) -cum-
In charge, Recruitment Cell,
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