

# **THE GAUHATI HIGH COURT**

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

## **ADVERTISEMENT**

No.HC.XXXVII-04/2022/199/R.Cell

Dated Guwahati, the 19<sup>th</sup> May, 2022

Applications from citizens of India as defined under Article 5 and 6 of the Constitution of India are invited for a ***Walk-in-Interview*** for filling up 1(one) post of **Front Office Coordinator purely on contractual basis** in the Office of the **Gauhati High Court Legal Services Committee (Principal Seat), Guwahati** to be held on **04-06-2022 (Saturday)** in the premise of the **Gauhati High Court (Old Building), Guwahati-781001**.

**Reporting time: 09:00 AM-10:00 AM**

<b>No of post</b>	<b>Eligibility/Qualification</b>	<b>Pay</b>	<b>Age</b>
1 (one)	B.A/B.Sc/B.Com or equivalent examinations along with a six months diploma/certificate course in computers with proficiency in MS Office, Internet & Email.	Fixed pay of Rs. 20,000/- per month.	Min-18 years Max-38 years as on the date of receipt of application.

Interested candidates who fulfill the eligibility criteria are requested to report at the venue mentioned above. They shall have to bring with them the filled in application form which is made available in the website along with this advertisement. **No application shall be entertained after the stipulated time mentioned above.**

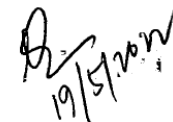
### **Terms and Conditions:**

- i.** The contract shall remain valid for a period of 01 (one) year. After the expiry of the contract period, the contractual agreement will automatically stand terminated. The appointment shall be purely temporary and on contractual basis and does not entitle a person for being regularized in Government Service.
- ii.** Candidates need to submit the filled in prescribed application form along with two sets of self attested photocopies of all the relevant educational testimonials and age proof on the day of Interview. Further, candidates are required to submit

2(two) recent coloured passport size photographs on the day of the Interview.

**The original documents are also required to be produced for verification.**

- iii.** Application form, which is incomplete in any respect, such as without the photograph and signature, is liable to be rejected summarily, unless otherwise decided by the High Court.
- iv.** Viva-Voce/Interview will consist of 50 marks. Final selection will be made on merit on the basis of the marks obtained by the candidate in the Viva-Voce/Interview. Where more than one candidate obtain same marks, the candidate who is senior in age will get preference.
- v.** Any information submitted by an applicant in his/her application will bind the candidate personally. 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.
- vi.** The admission of candidates in the Interview shall be purely provisional and subject to their satisfying the prescribed eligibility criteria. 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.
- vii.** **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
- viii.** The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- ix.** **No TA/DA shall be paid to the candidates for appearing in the Interview.**
- x.** **No admit cards will be issued to the candidates.**
- xi.** All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.



Registrar (Administration)-Cum-  
In-Charge, Centralized Recruitment  
Gauhati High Court, Guwahati-781001

Memo No.HC.XXXVII-10/2022/199A/R.Cell

Dated Guwahati the 19-05-2022

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. The Secretary, Gauhati High Court Legal Services Committee, for kind information.
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. Project Manager, Gauhati High Court, Guwahati for immediate uploading of the advertisement in the High Court website with the caption: "**Advertisement dated 19-05-2022 in connection with *Walk-In-Interview* for filling up 1(one) vacant contractual post of Front Office Coordinator in the Gauhati High Court Legal Services Committee**" 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. The Administrative Officer (Judicial)\_\_\_\_\_, Gauhati High Court, Guwahati.
12. CA to Registrar (Admin), Gauhati High Court, Guwahati.
13. Notice Board.
14. Order File.

Handwritten signature and date: 19/5/2022

Registrar (Administration)-cum-  
In-Charge, Centralized Recruitment  
Gauhati High Court, Guwahati-781001

**APPLICATION FORM FOR THE CONTRACTUAL POST OF FRONT OFFICE  
COORDINATOR IN THE GAUHATI HIGH COURT LEGAL SERVICES COMMITTEE**

(Ref: Advertisement No No.HC.XXXVII-04/2022/199/R.Cell      Dated 19-05-2022)

Name (BLOCK) : \_\_\_\_\_  
Gender : \_\_\_\_\_  
Father's Name (BLOCK) : \_\_\_\_\_  
Mother's Name (BLOCK): \_\_\_\_\_

Paste your recent  
coloured passport  
size photograph  
here

Date of Birth (as recorded in HSLC Admit Card/Birth Certificate): \_\_\_\_\_

Examination	Board/University	Passing Year	Percentage/Grade
HSLC			
HSSLC/10+2			
B.A/B.Com/B.Sc			

Employment Exchange Registration No: \_\_\_\_\_

Diploma/Certificate in Computer: \_\_\_\_\_ Duration: \_\_\_\_\_

Work experience, if any : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

P.O \_\_\_\_\_ P.S \_\_\_\_\_ Pin: \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

P.O \_\_\_\_\_ P.S \_\_\_\_\_ Pin: \_\_\_\_\_

Phone No : \_\_\_\_\_ Email: \_\_\_\_\_

Is there any FIR/Complaint/Criminal Case pending against you in any police station/Court? If yes, give details:

\_\_\_\_\_

Have you ever been convicted in a criminal case? If yes, give details:

\_\_\_\_\_

**I hereby declare that all the statements made in this application are true to the best of my knowledge and belief.**

Date:

Place:

For Office use:

\_\_\_\_\_  
Full signature of the applicant