

THE GAUHATI HIGH COURT AT GUWAHATI
[HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH]

A D V E R T I S E M E N T

No. HC.XXXVII-30/2019/478/R.CELL

Dated Guwahati the 21st June, 2019

1. Online applications are invited from eligible candidates for temporary engagement of 3 (three) **Fixed Pay Casual Employees** who will perform the duties of Chauffeur (Driver) for a fixed monthly remuneration of Rs. 9000/- (rupees nine thousand only) initially for a period of 3 months.

<i>Important Dates</i>		
Sl. No.	Description	Date
1.	Submission of Online Application.	21.06.2019, from 5.00 pm
2.	Last date for Submission of Online Application.	27.06.2019, till 5.00 pm

2. **AGE LIMIT** :- Category wise age limits for the posts, as on last date of receipt of applications, will be as under:-

Sl. No	Category	Maximum age
1.	General (including OBC/MOBC)	38
2.	SC	43
3.	ST (P) & ST (H)	43

3. **ELIGIBILITY CRITERIA:** The eligibility criteria for the aforesaid categories of posts are as follows :

- a) Candidates must possess the educational qualification of Class-VIII standard; and those who have passed HSSLC (Higher Secondary) or above **shall not be eligible** to apply for the said post.
- b) Should possess a valid **Professional Driving License**.

4. **SELECTION PROCESS:** The selection process for the aforesaid categories of posts will be as follows:

<u>Screening Test: 20 marks</u>	
Stage 1	The Screening Test will be of qualifying nature and the marks of the screening test will not be considered while preparing the final merit list. The Screening Test will be of 20 marks based on Road Sign Recognition.

Stage 2	<u>Driving Test: 40 marks</u>
	<p>Candidates equal to 10 times of the number of vacancies (1:10) in order of merit in the Screening test will be called for Driving test.</p> <p>The driving test will be on the segments, namely, Starting, Driving, Parking and After Driving (10 marks for each segment, total 40 marks). The Gauhati High Court reserves the right to fix cut off marks in the Screening Test and Driving test.</p>
	<u>Viva- voce: 20 marks.</u>

On the basis of the sum total of marks obtained in driving test and viva-voce the final select list will be prepared.

Where more than one candidate obtain same grand total marks (marks of driving test and viva-voce), the candidate who obtains more marks in the driving test will get preference. Where the marks obtained by such candidates in the driving test are also same, the candidate who is senior in age will get preference.

5. The 1st stage of the selection process i.e. Screening Test will be held on 29.06.2019 from 10.00 am onwards in the Precincts of the Gauhati High Court, New Building, Guwahati-01. Candidates who have applied in the prescribed online application mode only are requested to reach the aforesaid venue on time on that day. Candidates who have applied in any other mode or after the stipulated time will not be allowed to appear in the said Screening Test.

6. HOW TO APPLY: Before applying online, candidates must possess a valid e-mail ID and Mobile Number which are mandatory for registration. E-mail ID should be kept active. Though the system is designed to send e-mail immediately acknowledging the Registration Code, sometimes due to network congestion, the e-mail may not be delivered, hence the candidates are requested to note down the Registration Code.

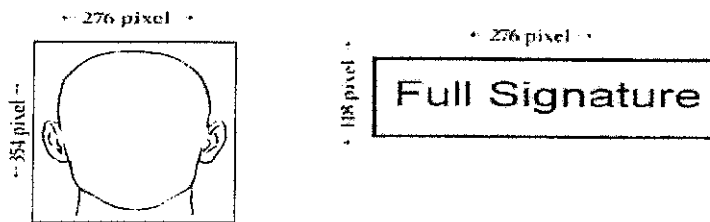
- Phase 1:
- (a) Log on through the website ***www.ghconline.gov.in*** and click on **"Online Application for temporary engagement of Fixed Pay Casual Employees for performing duties of Chauffeur (Driver)"**.
 - (b) Click on **"New Registration"**. Provide the required information in that page, and then click **"Submit Registration"**. The system will generate a Registration Code which will be displayed below the "Submit Registration" button. Though the system is designed to send e-mail immediately acknowledging the Registration Code and corresponding Date of Birth, sometimes due to network congestion, the e-mail may not be delivered. Hence, candidates are requested to note down the Registration Code carefully.

The combination of Registration Code and Date of Birth will be used as login details

for next three Phases, i.e. Phase 2, Phase 3 and Phase 4.

- Phase 2:
- (a) Click "**Update Candidate Details**".
 - (b) Candidate has to provide his/her profile details and other candidature specific information and has to save the data by clicking the "**Update Data**" button. **No field box should be left blank.**

Phase 3: Candidate has to 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 between **5 KB and 30 KB**. The dimension of the Photograph image and Signature image should be as indicated below:



The image of the Passport Photograph should be such that the face of the candidate covers at least 80% of the space of the photograph image, similarly the signature should cover at least 70% of space of the Signature image. Image pixel size- 354 x 276. Signature pixel size – 118 x 276.

For uploading Passport Photo and Signature (both should be in image format as specified above),

- (a) Click "**Upload Photograph & Signature**".
- (b) The candidate should select the respective file using the "**Browse**" button and after selecting the file, he/she should click the "**Upload Passport Photo**" and "**Upload Signature**" button respectively to upload the file to server.
- (c) On successful uploading of photo & signature, the candidate should click the "Declaration check box". On clicking the Declaration check box on the page, the button **Submit Candidature** will turn green and will be activated for submission of candidature.
- (d) Click on **Submit Candidature** to submit the application. No change in information filled in by the candidates will be allowed once the application form is submitted by clicking the "**Submit Candidature**" button. Therefore, before submitting Candidature, please ensure that all information, photograph and signature are uploaded as per the instructions.

- Phase 4:
- (a) Thereafter, the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature.
 - (b) Please print the Acknowledgement Receipt and Application Form generated by the system on this phase after completion of fee payment process for further reference.

For any query/complaint related to advertisement etc. please email to ghc.rcell2013@gmail.com mentioning the Post Name in the Subject line and related Registration Code, Applicant Name, Father's Name alongside the grievance in the body of the e-mail.

7. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.

8. APPLICATION FEE: There will be no application fees for the said post.

9. Candidates are advised in their own interest to apply online well before the last date and not to wait till the last date, so as to avoid heavy load on internet or website.

10. TERMS AND CONDITIONS:

- i. The persons so selected will be engaged initially for a period of 3 months. The term of engagement will be extended from time to time, if deemed necessary, considering the exigencies of service.
- ii. The engagement will be purely on temporary basis with a condition that the selected candidates under no circumstances can claim regularization/ absorption of their services against the post of Chauffeur (Driver).
- iii. On engagement, they shall be subject to the Rules as applicable to the employees of the Gauhati High Court as to conduct and in respect of matters not specifically provided.
- iv. Candidates need not submit any testimonial/certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualifications, computer qualifications, date of birth, caste, working experience etc. at subsequent stages when asked for.
- v. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.
- vi. The provisional list of the candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference.
- vii. No TA/DA shall be paid to the candidates for appearing in the skill test/interview etc.
- viii. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.
- ix. **Information submitted by an applicant in his/her application will bind the candidate and if found to be false, his/her candidature will be cancelled forthwith.**

- x. 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.
- xi. If any candidate is found canvassing directly or indirectly, his/her candidature will be liable for rejection.
- xii. The High Court reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.
- xiii. All other matters which are not specifically provided in this advertisement shall be decided by the High Court.

762/21.6.19

i/c REGISTRAR (ADMIN.)
cum-In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati.
Dated 21.06.2019

Memo No. HC.XXXVII-30/2019/478A/R.CELL

Copy to:

1. The Registrar General, Gauhati High Court, Guwahati.
2. 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 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, Guwahati for immediate uploading of the advertisement in the High Court website in the home page with the caption:
"Advertisement dated 21.06.2019 for temporary engagement of 3(three) Fixed Pay Casual Employees who will perform the duties of Chauffeur (Driver) the Principal Seat of Gauhati High Court."
8. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati for favour of his lordship's kind information.
9. PS to Hon'ble Mrs. Justice _____ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
10. CA to the Registrar General/Registrar (Vig./Admin./Judl.), Gauhati High Court, Guwahati.
11. The Gauhati High Court Notice Board.
12. Order File.

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