

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

ITANAGAR PERMANENT BENCH
Website: www.ghcitanagar.gov.in

ADVERTISEMENT.

No.HC(IB)22/2001(Vol-IV)/৩১১

Dated Naharlagun, the 29th December 2016.

1. Applications are invited from the citizens of India as defined in Article 5 and 6 of the Constitution of India for filling up the following vacant as well as resultant vacancies in the establishment of Gauhati High Court, Itanagar Permanent Bench. Reservations would be as per existing Gauhati High Court Rules. Last date for submission of application is 20-01-2017 till 5.00 pm.

Sl. No	Description of post	Pay	No. of Posts.
1	Stenographer Grade -I	Rs.15,600-39,100 with Grade pay of Rs. 5,400	5

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 for Persons with Disabilities and candidates belonging to SC and ST category.

3. ELIGIBILITY CRITERIA:

Graduate from a recognized university along with Diploma Certificate in Stenography / Shorthand in English with minimum speed of 120 words per minute in shorthand and 50 wpm typing speed on a computer. Due weightage will be given to a Law Graduate.

4. SELECTION PROCESS: The Scheme of selection process would be as follows:

Stage 1: Written Examination of descriptive type.

(English Language Proficiency)	50 marks (1 hour)	Stage 2:
Stenography Test (Dictation and transcription)	90 marks	Stage 3:
Viva voce / Interview	<u>10 marks</u>	

Grand Total 150 marks

Sl. No.	Description	Marks/ Duration
Written examination of descriptive type (English Language Proficiency)		
1.	A written examination (Descriptive) of 1(one) hour duration on Essay writing (25 Marks) & Precise writing (25 Marks).	50 Marks
Stenography Test		

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
	Viva voce	
	Candidates in the ratio of 1:3 (Three candidates against one vacancy) from the rankwise marksheet of the Written examination and Stenography Test will be called for the viva voce. The Gauhati High Court reserves the right to fix cut off mark in the Written Test and Stenography Test.	10 marks

5. HOW TO APPLY:

- I. Candidates are first required to go to the website [www.ghcitanagar.gov.in.](http://www.ghcitanagar.gov.in), download and take printout of the "Advertisement & Application Form". Candidates are advised to go through the advertisement carefully before filling up the form.
- II. Candidates shall fill the Application Form and paste his/her recent passport sized coloured photograph in the given space of the application form and shall sign across the photograph. **Four copies** of the same photograph should be stapled in the top right corner of the application form and the candidate should write his/her name on the reverse of the stapled photographs. The envelope containing the application form should be super scribed as "**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-I**" and the same should be addressed to "**The Registrar, Gauhati High Court, Itanagar Permanent Bench, Naharlagun, Arunachal Pradesh, PIN-791110.**"
- III. The envelope containing the application form along with other relevant documents should be dropped in the DROP BOX labelled as "**DROP BOX OF APPLICATIONS FOR THE POSTS OF STENOGRAPHER GRADE-I, ITANAGAR PERMANENT BENCH**" kept in the precinct of the Itanagar Bench of Gauhati High Court, Naharlagun, Arunachal Pradesh.
- IV. Applications can also be sent to the above address by post, which should reach the given address on or before the last date of submitting application. Applications received after the last date will be summarily rejected. The High Court shall not be liable for any postal delays.
- V. Applications submitted in any other mode, except as indicated, will be summarily rejected without any communication.
- VI. The list of the candidates, with allotted Roll Nos. will be published on high court website for reference of the candidates in due course.

6. FEES

Indian Postal Order (IPO) of Rs. 200/- (rupees two hundred) only for General (including OBC/MOBC and all others) candidates, Rs. 100/- (rupees one hundred) only in case of Scheduled Caste/ Scheduled Tribe/PWD candidates, payable to Registrar, Gauhati High Court, Itanagar Permanent Bench, Naharlagun, Arunachal Pradesh. The same should be enclosed with the application form.

7. APPLICATION FORMS.

Application forms have been made available along with this advertisement in the official website of the Gauhati High Court, Itanagar Permanent Bench, Naharlagun, Arunachal Pradesh.
www.ghcitanagar.gov.in.

8. 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. Mere satisfying the eligibility criteria will not entitle a candidate to be called for the written examination/ skill test/ interview etc.
- III. Candidates who are already in Government service shall have to produce "**No Objection Certificate**" from his/her employer.
- IV. The certificate for claim of reservation must be issued by the competent authority.
- V. Any 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 not be eligible for appointment.
- VI. The candidates will have to appear in the written test/stenography 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.
- VII. 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 condition, his/her candidature shall stand cancelled without any notice. Mere calling of candidates to written examination / stenography 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 Gauhati High Court reserves the right to reject the candidature of any candidate at any subsequent stage.

- VIII. The High Court may decide not to issue admit card/ letter etc. to the candidates individually and may decide to call candidates to written examination/ stenography test/ interview etc. by publishing a notification in the official website of the Itanagar Bench and notice board of the High Court, Itanagar Bench. Hence the candidates are advised to regularly check the website of the High Court, Itanagar Bench for the latest updates.
- IX. The High Court reserves the right to cancel the advertisement, alter/ modify or change any terms and conditions including selection process etc. spelt out in the advertisement.
- X. Candidates are advised for their own interest to regularly visit the High Court website for update and information.
- XI. All other matters which are not specifically provided herein shall be as decided by the High Court.

(Sd/-)
Registrar, Gauhati High Court
Itanagar Permanent Bench, Naharlagun.