

THE GAUHATI HIGH COURT AT GUWAHATI

[The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh]

ADVERTISEMENT

No. HC.XXXVII-10/2021/138 /R. Cell

Dated Guwahati 31-03-2021

Important Dates		
Sl. No.	Description	Last Date & Time
1	Submission of online application starts from	03/04/2021, 12:00 PM
2	Last date for submission of online application	17/04/2021, 5:00 PM
3	Last date for payment of fees	20/04/2021, Till bank transaction hour

1. Online applications are invited till **5.00 PM** of **17-04-2021** from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up of the following vacancies of **Stenographer Grade-II** and **Stenographer Grade-III** in the district courts of Hojai, Charaideo and South Salmara. The number of vacancies shown below is indicative only and may vary at the time of final selection.

A. Name of post : Stenographer Grade-II

(Scale of pay: Rs.22000- Rs.97000+ GP Rs.9700/- plus other allowances applicable as per rules)

SI No	District	Total Number of posts
1	Hojai	1
2	Charaideo	1
3	South Salmara	1

B. Name of post : Stenographer Grade-III

(Scale of pay: Rs.14000- Rs.60500+ GP Rs.7400/- plus other allowances applicable as per rules)

SI No	District	Total Number of posts
1	Hojai	2
2	Charaideo	2
3	South Salmara	4

2. **AGE:-**

Category wise age limits for the posts, as on the last date of receipt of applications, is as under:-

Sl. No.	Category	Minimum age	Maximum age
1	Unreserved	18	40
2	OBC/MOBC	18	43
3	SC	18	45
4	ST	18	45
5	PWD	18	50

3. **STENOGRAPHER GRADE-II :**

A) **Eligibility:**

- (i) The candidate must be a graduate from a UGC recognized University as on the date of advertisement.
- (ii) Should possess a Diploma/Certificate in Stenography/Shorthand from ITI/Polytechnic/any other institute. Candidates who are pursuing Stenography/Shorthand may also apply. However, they must submit pass/completion certificate/diploma to the High Court at the time of document verification, unless otherwise decided by the High Court.
- (iii) Must have adequate knowledge of the official language (Assamese) of the State of Assam.
- (iv) The candidate must possess Employment exchange registration number for the state of Assam.

B) **Selection Process for Stenographer-II:**

Stage	Description	Marks/ Duration
Stage 1	Stenography Test	
	(i) Voice test before dictation	2 Minutes
	(ii) Speed Test in shorthand at a speed of 100 words per minute (Duration 7 minutes) [700 words]	100 Marks
	(iii) Time to be given to the candidates for testing the computer	3 Minutes
	(iv) Time for transcription of the dictated portion in computer	25 Minutes

Stage 2	Written Test	70 Marks, 1½ hours
	<p>Candidates either equal to 10 times the number of vacancies (1: 10) who have qualified in the stenography test securing minimum 30 marks, shall be called for the written test.</p> <p>The written test will consist of objective type (OMR based) questions on English Language Proficiency (50 marks) and Official Language of the state of Assam (Assamese) (20 marks) of 1½ hour duration.</p> <p>Both English and Assamese Language segment will be of qualifying nature and candidates will have to secure 40% marks in each segment to qualify in these two segments.</p>	
Stage 3	Viva-voce	10 Marks
	<p>Candidates qualifying in the written test shall be called in the ratio (1:3) in order of merit in the Stenography Test for the Viva-voce</p> <p>The final merit position will be determined on the basis of the total marks obtained in the Stenography Test and Viva-voce.</p>	

Note: In case of candidates obtaining equal marks (in the stenography test and viva-voce), one who obtains more marks in the Stenography test will be given preference. Where the marks obtained by such candidates in the Stenography test are also same, the candidate who is senior in age will be given preference.

The Gauhati High Court reserves the right to fix/alter the cut off marks in the Written Test and Stenography Test.

4. STENOGRAPHER GRADE-III

A. Eligibility:

- (i) Candidate who has passed H.S. examination from any recognized Board/Council/University as on the date of advertisement.
- (ii) Should possess a Diploma/Certificate in Stenography/Shorthand from ITI/Polytechnic/any other institute. Candidates who are pursuing Stenography/Shorthand

may also apply. However, they must submit pass/completion certificate/diploma to the High Court at the time of document verification, unless otherwise decided by the High Court.

(iii) Must have adequate knowledge of the official language (Assamese) of the State of Assam.

(iv) The candidate must possess Employment exchange registration number for the state of Assam.

B. Selection Process for Stenographer-III:

Stage	Description	Marks/ Duration
Stage 1	Stenography Test	
	(i) Voice test before dictation	2 Minutes
	(ii) Speed Test in shorthand at a speed of 80 words per minute (Duration 7 minutes) [560 words]	100 Marks
	(iii) Time to be given to the candidates for testing the computer	3 Minutes
	(iv) Time for transcription of the dictated portion in computer	25 Minutes
Stage 2	Written Test	
	<p>Candidates either equal to 10 times the number of vacancies (1: 10) who have qualified in the stenography test securing minimum 30 marks, shall be called for the written test.</p> <p>The written test will consist of objective type (OMR based) questions on English Language Proficiency (50 marks) and Official Language of the state of Assam (Assamese) (20 marks) of 1½ hour duration.</p> <p>Both English and Assamese Language segment will be of qualifying nature and candidates will have to secure 40% marks in each segment to qualify in these two segments.</p>	70 Marks, 1½ hours

Viva-voce		10 Marks
Stage 3	<p>Candidates qualifying in the written test shall be called in the ratio (1:3) in order of merit in the Stenography Test for the Viva-voce</p> <p>The final merit position will be determined on the basis of the total marks obtained in the Stenography Test and Viva-voce.</p>	

Note: In case of candidates obtaining equal marks (in the stenography test and viva-voce), one who obtains more marks in the Stenography test will be given preference. Where the marks obtained by such candidates in the Stenography test are also same, the candidate who is senior in age will be given preference.

The Gauhati High Court reserves the right to fix/alter the cut off marks in the Written Test and Stenography Test

5. Candidates willing to apply for both the posts have to submit separate application by paying separate application fees. However, a candidate is allowed to choose only one district for either category of the posts i.e Stenographer Grade-II and Grade-III.

6. HOW TO APPLY: Candidates who fulfill the requisite eligibility criteria can submit online application forms, by following the steps indicated below, through the home page of the website **www.gchonline.gov.in** wherein a scroll under the caption "**Click here to apply online**" will be available:

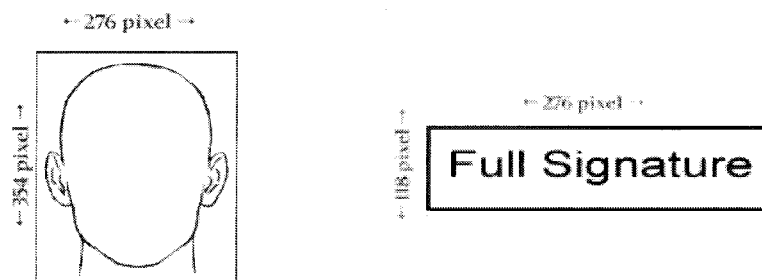
(Please read the following instructions carefully)

Phase 1: To register as an applicant, a candidate has to provide his/her primary credentials viz. Name, Father's Name, Date of Birth, Mobile No. and Email ID. After submission of this information the system will generate a **Registration Code** which will be displayed on the same page prominently. 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: In this Phase, a candidate who has created his/her Registration Code in Phase 1, will have to provide his/her profile details, viz. gender, category, address, qualification, experience and other candidature specific information and has to **save** the data by clicking the **Update Data** button.

Phase 3: Here, the applicant can 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. For uploading Passport Photo and Signature (both should be in image format as specified above) the candidate should select the respective file using the Browse button and after selecting the file, he/she should click the **Upload Passport** and **Upload Signature** button respectively to upload the file to server.

The fresh registration process for candidature will be **closed on the last date of registration**.

However, an already registered candidate can keep uploading/modifying his/her candidature specific data in Phase 2 and Phase 3 till last date of registration. **However, uploading data in these two Phases does not complete the submission process automatically.** In Phase 3, **Submit Candidature** button is required to be used to finally post the candidature for the Examination. **Before submitting Candidature** please ensure that

1) All detail information in Phase 2 have been filled up and in case of non-availability of

data he/she should fill as per instruction provided. No field box should be left blank.
2) Passport Photo image file as described above has been uploaded.
3) Signature image file as described above has been uploaded.

Only after these verifications, the candidate should proceed for submission of the candidature/application. Initially the **Submit Candidature** button will be displayed in faded color and deactivated. On clicking the **Declaration check box** on the page, the button **Submit Candidature** will turn to green color and activated for submission of candidature. **No more modification will be possible after submission of candidature.**

Phase 4: After submission of candidature the candidate should take a print out of the Fee Payment Challan by clicking the **Print Fee Payment Challan Form** button. The candidates can pay the fee amount **after two working days** from the date of submission and **on or before the last date** fixed for payment of fees. The payment can be made at any branch of State Bank of India. The mode of payment is cash only. For payment, the candidate should approach the bank along with the Challan copy and the fee amount reflected on the Challan. On payment of the same, the Bank will provide a Journal Number. Please ensure to have the bank official's signature and seal on the Challan copy. Please keep the candidate's copy of the Challan carefully for any future reference.

The fee payment information viz. Journal No., Paid Amount, Payment Date etc. will be reflected on the candidate's account of this Phase **after two working days** from the date of payment at the bank. Then the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature. 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 technical assistance for submission of online application forms please email to admin@ghcrecruitment.in mentioning the Post Name in the Subject line and related Registration Code(if any), Applicant's name and Father's name indicating the grievance in the body of the e-mail. A copy of the email should also be sent to ghc.rcell2013@gmail.com.

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

8. The details of application fee to be paid by the candidates are indicated below:

APPLICATION FEE

For SC and ST	For all others
Rs. 150/-	Rs. 300/-

Candidates under PWD category (Persons with disability) category need not to pay any fee.

9. TERMS AND CONDITIONS:

- i.** Merely satisfying the eligibility criteria will not entitle a candidate to be called for the written examination /skill test / viva-voce etc.
- ii.** Candidates need not to submit any testimonial/ certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualifications, stenography skill, computer applications, date of birth, caste, working experience etc. at subsequent stages when asked for.
- iii.** Number of posts may vary at the time of final selection.
- iv.** No 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 be eligible for appointment to the aforementioned posts.
- v.** The admission of candidates at all stages of the selection process 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. Mere calling of candidate to written examination/skill test/interview etc. or issuance of admit card/call letter etc. does not mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and the High Court reserves the right to reject the candidature of any candidate at any time.
- vi.** The provisional list of the candidates, with 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 written test/skill test/viva-voce etc.
- viii.** Candidates who are already in the Government Service may apply after intimating their employers regarding submission of online application forms for the advertised vacancies. They shall have to produce "No Objection Certificate" form their present employer at the time of document verification and they shall have to produce release order at the time of appointment.

- ix.** The High Court may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to written examination/skill test/interview etc. by publishing a notification in the official website and notice board of the High Court. Candidates are advised to visit the official website (www.ghconline.gov.in) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
- x.** Application form, which is incomplete in any respect, such as without the photograph and signature upload, is liable to be rejected summarily, unless otherwise decided by the High Court.
- xi.** Any information submitted by an applicant in his/her application will bind the candidate personally.
- xii.** 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.
- xiii.** The certificate for claim of reservation must be issued by the competent authority.
- xiv.** The High Court may put the finally selected candidates on probation for a period of 2(two) years. The High Court reserves the right to cause dismissal from service any selected candidate during the period of probation without assigning any reason thereof.
- xv.** District and establishment wise allocation of finally selected candidates and their transfer shall be as decided by the High Court. Decision of the High Court in all such matters shall be final.
- xvi.** **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
- xvii.** The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- xviii.** The examination materials will be destroyed, due to scarcity of space, after one year of publication of the final select list, unless otherwise decided by the High Court.
- xix.** All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.

By order,

R. A. Tapadar
31.03.21

i/c Registrar (Admin)-cum-
In Charge, Centralized Recruitment,
Gauhati High Court, Guwahati-1.

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. All the Presiding Officers of district judiciary of Assam with a request to display the advertisement in the notice board and website of their respective courts.
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. The Administrative Officer (Judicial)_____, Gauhati High Court, Guwahati.
9. The System Analyst, Gauhati High Court, Guwahati for immediate uploading of the advertisement in the High Court website with the caption: "**Advertisement dated 31-03-2021 for direct recruitment of Stenographer Grade-II & Stenographer Grade-III in the district courts of Hojai, Charaideo and South Salmara: Advertisement: Click here to apply online**" with a scroll in the home page.
10. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati for favour of his lordship's kind information.
11. PS to Hon'ble Mrs. Justice _____ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
12. CA to Registrar (Admin), Gauhati High Court, Guwahati.
13. Notice Board.
14. Order File.

R. A. Tapudal

31. 03. 21

1/c Registrar (Admin)-cum-
In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati-1