

THE GAUHATI HIGH COURT AT GUWAHATI

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

ADVERTISEMENT

No. HC.XXXVII- 45/2018/657 /R. Cell

Dated Guwahati the 13th November, 2018

| Important Dates | | |
|------------------------|--|--|
| Sl. No. | Description | Date & Time |
| 1 | Submission of online application starts from | 16/11/2018, 12:00 PM |
| 2 | Last date for submission of online application | 27/11/2018, 5:00 PM |
| 3 | Last date for payment of fees | 30/11/2018, Till bank transaction hour |

1. Online applications are invited till 5.00 PM of 27/11/2018 from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up the vacancies (existing + anticipated) of **LDA/COPYIST/TYPIST for the District Judiciary of Assam**, in the scale of pay of Rs. 14,000- 49,000 with Grade pay of Rs.5,600/- and other allowances admissible as per Rules. The number of vacancies shown below is indicative only and may vary on either side at the time of final selection.

| A | B | C | D | | | | | |
|----------------|-----------------|------------------------------|--|-----------|---------------|---------------|------------------|------------|
| | | | Break up of vacancies category-wise | | | | | |
| Sl. No. | District | Total Number of posts | UR | SC | ST (P) | ST (H) | OBC/ MOBC | PWD |
| 1 | Barpeta | 11 | 8 | 0 | 1 | 0 | 2 | 0 |
| 2 | Bongaigaon | 3 | 2 | 0 | 0 | 0 | 1 | 0 |
| 3 | Cachar | 12 | 11 | 0 | 1 | 0 | 0 | 0 |
| 4 | Chirang | 5 | 4 | 1 | 0 | 0 | 0 | 0 |
| 5 | Darrang | 4 | 2 | 2 | 0 | 0 | 0 | 0 |
| 6 | Dhemaji | 4 | 2 | 1 | 0 | 0 | 1 | 0 |
| 7 | Dhubri | 16 | 11 | 0 | 3 | 0 | 2 | 0 |
| 8 | Dibrugarh | 3 | 0 | 0 | 0 | 2 | 1 | 0 |
| 9 | Dima Hasao | 1 | 1 | 0 | 0 | 0 | 0 | 0 |

| | | | | | | | | |
|------------------|---------------------|-----------|------------|-----------|-----------|----------|-----------|----------|
| 10 | Golaghat | 11 | 10 | 0 | 1 | 0 | 0 | 0 |
| 11 | Hailakandi | 2 | 2 | 0 | 0 | 0 | 0 | 0 |
| 12 | Jorhat | 9 | 4 | 1 | 0 | 1 | 3 | 0 |
| 13 | Kamrup (M) | 7 | 6 | 0 | 1 | 0 | 0 | 0 |
| 14 | Kamrup, Amingaon | 2 | 0 | 2 | 0 | 0 | 0 | 0 |
| 15 | Karimganj | 3 | 2 | 0 | 0 | 1 | 0 | 0 |
| 16 | Lakhimpur | 4 | 2 | 1 | 1 | 0 | 0 | 0 |
| 17 | Morigaon | 4 | 3 | 0 | 0 | 0 | 1 | 0 |
| 18 | Nagaon | 12 | 9 | 0 | 1 | 1 | 1 | 0 |
| 19 | Nalbari | 6 | 6 | 0 | 0 | 0 | 0 | 0 |
| 20 | Sivasagar | 19 | 10 | 2 | 2 | 0 | 5 | 0 |
| 21 | Sonitpur | 8 | 8 | 0 | 0 | 0 | 0 | 0 |
| 22 | Tinsukia | 3 | 2 | 0 | 0 | 0 | 1 | 0 |
| 23 | Udalguri | 9 | 6 | 0 | 3 | 0 | 0 | 0 |
| Total=158 | | | 111 | 10 | 14 | 5 | 18 | 0 |

A candidate is allowed to submit one application form only against a district of his/her choice. Candidature of a candidate will be considered for all the categories of posts (LDA/COPYIST/TYPIST) of all the establishments of that particular district.

A Common Written Examination will be held for selection to the posts of LDA/COPYIST/TYPIST for all the establishments of all the districts and selection will be made district-wise. On conclusion of the selection process, posts to the selected candidates of a particular district will be allotted as per the norms to be decided by the High Court subject to availability of posts.

2. **ELIGIBILITY CRITERIA:**

- (i) A candidate must be a Graduate in any stream from a UGC recognized University as on the last date of submission of application.
- (ii) He/she must have working knowledge of computer.
- (iii) The candidate should have adequate knowledge of the Official Language of the State of Assam (Assamese)

3. **AGE LIMIT:**

Category wise age limit as on the last date of receipt of applications is as under:-

| Sl. No. | Category | Minimum age (years) | Maximum age (years) |
|---------|----------|---------------------|---------------------|
| 1 | General | 18 | 44 |
| 2 | OBC/MOBC | 18 | 47 |
| 3 | SC/ST | 18 | 49 |
| 5 | PWD | 18 | 54 |

4. **SELECTION PROCESS:**

| Stage | Description |
|---------|---|
| Stage-1 | Common Written Test (OMR based Objective Type Questions with Multiple Choices) of two hour duration of 120 marks. i) General English (50 marks), General Knowledge including Computer Knowledge (30 marks) and General Aptitude (20 marks). ii) Official Language of the state of Assam (Assamese): 20 marks (which will be qualifying in nature, qualifying marks shall be 40% of 20 i.e. 8 marks). Marks obtained in Assamese language segment will not be counted in preparing the merit list of written test. |
| Stage-2 | Candidates in the ratio of 1:3 from the rank-wise marksheet of the written test (3 times the total posts of a particular District) will be called to the Viva Voce (15 marks). On the basis of the grand total marks obtained by the candidates in the Written Test and the Viva voce, the final selection will be made District-wise. |

Note: In case of candidates obtaining same grand total marks, the candidate who obtains more marks in the Written Test will be given preference. Where marks obtained by such candidates in the Written Test are also same, then the candidate who is senior in age will be given preference.

The High Court reserves the right to fix cut off mark, if any, for the written test. There shall be no negative marking.

5. **HOW TO APPLY:** Candidates who fulfill the requisite criteria can submit their online application forms, by following the steps indicated below, through the home page of the website www.ghconline.gov.in wherein a scroll under the caption "Click here to apply" 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 these 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, Applicant Name, Father's Name along side the grievance in the body of the e-mail.

6. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.
7. **APPLICATION FEE:** Candidates under PWD (Person with disability) category need not pay any fee. The details of application fee to be paid by the candidates are indicated below:

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



8. TERMS AND CONDITIONS:

- i.** Merely satisfying eligibility criteria will not entitle a candidate to be called for the written examination/skill test/interview etc.
- ii.** The admission of candidates at all stages of the selection process will 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 test / skill test/ interview etc. or 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 the High Court reserves the right to reject the candidature of any candidate at any time.
- iii.** The list of the candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference.
- iv.** Candidates who are already in the Government Service may apply through proper channel by intimating their employers regarding submission of online application forms for the advertised vacancies. They shall have to produce "No Objection Certificate" from his/her present employer at the time of appointment.
- v.** 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.
- vi.** 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.
- vii.** Any information submitted by an applicant in his/her application will bind the candidate personally.
- viii.** 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.
- ix.** A candidate is allowed to submit one application form only against a district of his/her choice.
- x.** The certificate for claim of reservation must have been issued by the competent authority.
- xi.** 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 dismiss from service any selected candidate during the period of probation without assigning any reason thereof.
- xii.** The appointment and conditions of service of the selected candidates shall be governed by the Rules notified by the Government of Assam.
- xiii.** Establishment wise and post 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 will be final.
- xiv.** **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**



- xv.** The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- xvi.** 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.
- xvii.** All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.

By order,

A. Hazarika

(A. Hazarika)
Registrar (Admin)-cum-In Charge,
Centralized Recruitment
Gauhati High Court, Guwahati

Memo No.HC.XXXVII-45/2018/ 657A/R.Cell

Dated Guwahati 13.11.2018

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 13-11-2018 for direct recruitment of LDA/COPYST/TYPIST for the district judiciary of Assam**" 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.

A. Hazarika

(A. Hazarika)
Registrar (Admin)-cum-In Charge,
Centralized Recruitment,
Gauhati High Court, Guwahati