

HIGH COURT OF GUJARAT

Sola, Ahmedabad - 380 060.

Website : www.gujarathighcourt.nic.in AND <https://hc-ojas.guj.nic.in>

ADVERTISEMENT NO. RC/B.1304/2018 (Assistant Librarian)

DIRECT RECRUITMENT FOR THE POST OF ASSISTANT LIBRARIAN ON THE ESTABLISHMENT OF HIGH COURT OF GUJARAT

Starting date for submission of On-line application	01/10/2018 (12:00 hours)
Closing date for submission of On-line application.	15/10/2018 (23:59 hours)
TENTATIVE Date/Month of Main Examination & Viva-voce Test	
Date of Main Examination	02/12/2018
Viva-voce Test (Oral Interview)	Feb/Mar-2019

The High Court of Gujarat invites 'On-line Applications', from eligible candidates for filling up **01 Post for Assistant Librarian, in the Pay Matrix of Rs. 44,900-1,42,400 (Pre-revised Pay Scale of Rs. 9,300-34,800/- with Grade Pay of 4,600/-)**, on the establishment of the High Court of Gujarat, by Direct Recruitment.

1. **ELIGIBILITY CRITERIA**

Last Date of submitting of 'On-line Application, i.e. 15/10/2018]:

(a) **Essential Educational Qualification :**

M.Lib. / Master in Library and Information Science.

(b) **Computer :**

A Candidate must possess besides the prescribed qualifications

- (i) CCC / CCC+ level Certificate, or;
- (ii) Should have Degree / Diploma from any recognized University / Educational Institution with computer as one of the Subjects, or;
- (iii) Should have passed SSC or HSC examination from recognized School Board with Computer as one of the Subjects, or Courses prescribed by the Government.

(c) **Age Limit :**

- (i) A Candidate applying to the said post, shall not be less than **18 years** and not more than **35 years** of age, as on the last date of submitting On-line Application i.e. on **15/10/2018**.

(ii) The Upper Age Limit may be relaxed as follows :

Category	Age Relaxation
Women Candidates	05 Years
Differently Abled Persons	10 Years
Ex-Servicemen	Actual service rendered plus 3 Years
Employees working in the Subordinate Courts or any other High Court	05 Years OR to the extent of equal number of years for which service has been put in by him/her, whichever is less.

(iii) In any case, the Upper Age Limit for any Candidate under any Category/ Class, **shall NOT exceed 45 Years**, while availing the above mentioned Age Relaxations, as on **15/10/2018** i.e Last Date of submitting the 'Online Application'.

(d) Experience Required :

Minimum 01 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or reputed Organization / Company.

2. RESERVATION :

As this is **solitary post**, Reservation Policy **shall not apply**, and for the purpose of Selection, criteria meant for **Unreserved Category will apply** to all the Candidates.

3. FEES AND MODE OF PAYMENT :

- (a) Candidates belonging to Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Differently Abled Persons (PH) and Ex-Servicemen shall be required to pay Fees of **Rs.300/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.600/-** plus the usual Bank Charges via **“Print Application / Pay Fees”** Button through **SBI e-Pay**, provided on the webpage of HC-OJAS Portal-<http://hc-ojas.guj.nic.in>.
- (b) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment **i.e. Online Payment or Cash-Challan (Offline)** (Challan will be generated On-line at SBI e-Pay Website).
- (c) In case of Online Payment Mode, after successful payment, Candidate will get **e-Receipt** of the same. However, if Transaction / Payment fails due to any technical reasons, follow the Instructions thereat.
- (d) **If Cash-Challan (Offline) Option is selected**, Candidate is required to take printout of 'Challan' in **TWO Copies** and pay the requisite Fees before the Challan Expiry Date, at any of the SBI Branch, by submitting the said Challan to the Bank. The Concerned Bank Branch will retain one Copy of the 'Challan' and return the other Copy to the Candidate.

- (e) Candidates are advised to **preserve** the copy of the **e-Receipt (Online)/Cash-Challan(Offline)** till the conclusion of the Recruitment Process.
- (f) Confirmed 'Online Application', submitted by the Candidate, will be considered as **VALID** Application, only after he/she remits the Examination Fees, as required, in the State Bank of India through **SBI e-Pay**, before due time.
- (g) Requisite Examination Fees, can be paid through either Mode i.e. Online (**from 01/10/2018 to 15/10/2018**) or Offline (Cash-Challan) (**till the Challan Expiry Date**) and the same shall be considered as **VALID**.
- (h) Fees paid by **any other mode**, will NOT be accepted.
- (i) Fees once paid, shall **NOT be Refunded** OR shall **NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.

4. SELECTION PROCEDURE:

(A) Main Examination (Objective Type-MCQs)	[100 Marks]
(B) Viva-voce Test	[40 Marks]

(A) Main Examination (Objective Type-MCQs) :
(Tentatively scheduled on 02/12/2018)

- (a) **A Main Examination**, to be conducted at Ahmedabad at the Centre(s) (as decided by the High Court), comprising of **100 Marks**, with **2 Hours** duration, consisting of **Multiple Choice Questions (MCQs)** each of **1 Mark** with **Negative Marking of 0.33 Mark** for each Wrong/Multiple Answer. The **Syllabus** for such **Main Examination** shall be as under :
 - (a) Library Science
 - (b) General Knowledge & English
 - (c) Computer Skills / Applications knowledge
 - (d) Legal knowledge
 - (e) General I.Q. Test
- (b) The Candidate shall download his/her respective e-Call-letters, from the Websites above-mentioned, from **26/11//2018 to 02/12/2018** (both days inclusive).
- (c) The **language** of Question Paper of Main Examination will be **English**.
- (d) The Main Examination (Objective Type - MCQs) shall be administered **'On-line', through a 'Computer Based Examination System'** & it shall be evaluated by real time assessments as per entries made by the candidate, in Computer itself at the end of the said Main Examination and therefore re-evaluation of entries / answers, subsequent to Main Examination, will not be entertained by the High Court.

- (e) The Candidate securing minimum **50% Marks** in the Main Examination, shall only be eligible for being called for Viva-Voce Test (Oral Interview).
- (f) In case, large number of Candidates qualify in the Main Examination, it will be open for the High Court **to restrict the number** of Candidates as deemed necessary, according to Merit.

**(B) Viva-voce Test [40 Marks]:
(Tentatively in the month of February/March-2019)**

- (i) Viva-voce Test shall be of **40 Marks**.
- (ii) The Candidate will be able to download his/her respective Call-letters, from the Websites above-mentioned, during the preceding One Week of the Viva-voce Test.
- (iii) Suitability of the Candidates, at the Viva-voce Test, will be assessed on the basis of one's Personality, Aptitude and Orientation, Computer Application Skills, Communication Skills & Legal knowledge, etc.
- (iv) For being eligible to be included in the Select List/Wait List, the candidate shall have to obtain minimum **40% Marks** in the Viva-voce Test.
- (v) The **Select List & Wait List** will be prepared on the basis of **Aggregate Marks** obtained by the Candidates in the **Main Examination (60% Weightage** to be given to the performance of a Candidate) **& Marks obtained in Viva- voce Test**.
- (vi) The **Select List & Wait List** shall remain in force for a period of **2 (Two) Years**, from the date of its publication or until the publication of a fresh List(s), whichever is earlier.
- (vii) The High Court reserves the right to adopt appropriate method of short-listing the Candidates at any stage.

5. DISQUALIFICATION FOR APPOINTMENT:

No person shall be eligible for appointment to the service –

- (a) unless he/she is a **citizen** of India.
- (b) if he/she is **dismissed** from service by Central Government or any State Government or U.Ts. or any High Court or Statutory or Local Authority.
- (c) if he/she has been **convicted** of an offence involving moral turpitude or who is or has been permanently **debarred** or disqualified by the High Court or the Union/State Public Service Commission or by any Recruiting or Examination Conducting Authority from appearing in Competitive Examinations or Selections.
- (d) if he/she directly or indirectly **influences** the Recruiting Authority by any means for his/her candidature.
- (e) if he is a man, having **more than one wife** living. And, if a woman, has married **a man** already having **another** wife.
- (f) if he/she may be found in **possession** of any **electronic gadget(s)** during any of **the Examination / Test**.

6. **HOW TO APPLY:**

- (a) Before filling-up the ‘**On-line Application**’, Candidate is advised to **thoroughly read and understand the Detailed Advertisement** and the Instructions therein and should ensure that he/she fulfills all the **eligibility criteria and other norms** mentioned above and that the particulars filled-in by him/her are **true and correct** in all respects.

In case, it is detected at any stage of Recruitment Process or even after Appointment, that a Candidate does/did not fulfill the eligibility norms and/or that he/she has/had **suppressed / twisted or truncated any material facts**, his/her **Candidature** shall be liable to be **Cancelled**. If, any of these shortcomings is/are detected even after **Appointment**, his/her service will be liable to be **terminated** with immediate effect.

- (b) Candidate should have his/her own/family 'registered' **Mobile Number** and the same should be kept active during the entire Recruitment Process as SMS alerts for the various Tests are also likely to be sent on the said Mobile Number, registered in the ‘On-line Application’.

- (c) Candidate should scan his/her **photograph** having **5 c.m. of height and 3.6 c.m. of width (10kb)** and **signature** having **2.5 c.m. of height and 7.5 c.m. of width (10kb)** in **jpg format** for uploading the same at relevant space in the On-line Application.

- (d) Steps for submitting ‘On-line Application’ through the ‘**OJAS**’ Module:-

- 1) Fill-up all the Fields given in On-line Application including mandatory Fields, carefully.
- 2) ‘**Save**’ the On-line Application, by clicking ‘**Save**’ button.
- 3) Thereafter, a new pop-up window will appear, displaying the ‘Application Number’, meaning thereby the Application is saved successfully. Candidate shall, **note down the entire string of the Application Number** (e.g. **HCG/201819/1/11111**). By clicking ‘**Show Application Preview**’ Button, on-screen preview of the Application will be displayed.
- 4) Thereafter, by entering **Application Number and Date of Birth**, upload scanned **photograph** and **signature** at relevant space on the application and ensure that, the uploaded ‘Photograph’ & ‘Signature’, are distinctly recognizable, after uploading.

Note: Please ensure that the ‘Scanned Signature’ of the Candidate alone should be uploaded, as the same will be verified by the High Court, at each stage, and if the same does not match with the signature of the Candidate, at the time of successive verifications during the Recruitment Process, his/her Candidature is likely be rejected forthwith.

- 5) If necessary, by using his/her Application Number and Date of Birth, a Candidate can edit his/her On-line Application through ‘**Edit Application Button**’ until his/her Application is Confirmed by the Candidate.

- 6) After filling-up all the required/mandatory fields in the On-line Application, correctly and duly verified by the Candidate, he/she is required to **'CONFIRM'** the Application, by clicking **'Confirm Application'** Button/Tab on the Main Menu. Thereby a pop-up window will appear, wherein the Candidate has to enter his/her Application Number and Date of Birth and then click on 'Confirm Application' Button.
- 7) **Please note** that, after 'Confirmation', further editing of one's 'Online Application' will not be permitted by the System and the same will be treated as Final Application for the particular post.
- 8) Thereafter, the Candidate should ensure that he/she receives a System generated **'SMS'** conveying his/her Confirmation Number, on his/her 'registered' Mobile Number.
- 9) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the conclusion of the Recruitment Process.
- 10) The Candidate is now required to pay the requisite Fees by clicking "Print Application/Pay Fee" Button. Carefully follow the Instructions / Help given thereat. Select the Mode of Payment i.e. On-line Payment or Offline-Cash (Challan will be generated On-line, by Selecting 'Cash' Option).

Note : (a) If 'Cash' (Offline) Option is selected, Candidate is required to take the printout of 'Challan' in **TWO copies**, generated through SBI e-Pay and pay the Fees at any of the SBI Branch by submitting the said Challan to the Bank.

(b) **ONLY After Payment** of requisite **Examination Fees**, through either Mode i.e. On-line (**from 01/10/2018 to 15/10/2018**) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed On-line Application shall be considered as **VALID**.
- 11) At the end of the process, the Candidate shall take the **'Print Out'** of his/her **'Confirmed Application'** by clicking **'Print Application'** Tab in the Main Menu and retain atleast **TWO** copies of the same for future reference & use.
- 12) **Please note** that the Candidate is **not required** to and should not **send** copy of his/her **On-line-Application and/or any testimonials/ documents to the High Court**. They should produce the same, as and when called for.
- 13) **Please note** that the above is the general procedure for applying on-line. **No other mode** of Application or incomplete Application(s) shall be accepted and in such cases, the Application(s) are liable to be rejected outright.
- 14) A Candidate shall not apply **more than once**, for any reason at all.

7. **GENERAL INSTRUCTIONS :**

- (a) The Candidate who has **successfully submitted CONFIRMED Online Application & paid the requisite Examination fees**, shall only be eligible for appearing at the Main Examination and/or Viva-voce Test, subject to their qualifying thereat.
- (b) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Main Examination and/or Viva-voce Test shall be final. No candidate, to whom **e-Call Letter** has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Main Examination and/or Viva-voce Test.
- (c) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Main Examination and/or Viva-voce, if called for, at the place and time that may be decided by the High Court.
- (d) Candidate shall be **required to download** his/her **e-Call-letter** from the Websites **<https://hc-ojas.guj.nic.in>**, during the Preceding Week, by using **Advertisement No.**, his/her **Confirmation No.** and **Date of Birth**, for appearing at the respective Examination/Viva-voce and the same may be communicated at the relevant time, through **Press-Note/Brief Advertisement and/or vide 'SMS'** on the Mobile Number registered in the 'On-line Application', of the candidate concerned.
- (e) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS portal of NIC, at the relevant time.**
- (f) At every stage of Examination, Candidate shall produce, **Identity proof** i.e. Election Card / PAN Card / valid Driving License / valid Passport / Adhaar Card , etc. **in original & a copy thereof, along with the 'Call Letter-cum-Admission Slip'.**
- (g) **Entry in the Compound of the Examination Centre with Mobile/Cell Phone, Tablets, Laptop, Electronic Gadgets etc. is strictly prohibited. No arrangement for safe keeping, will be arranged, which may kindly be noted.**

A Candidate who is found indulging in **unfair practices**, viz. copying or misconduct during the course of examination, using electronic gadgets or Mobile Phones etc., tampering with Question Paper / Examination Material, influencing any Official concerned with the Examination Process, will be debarred from the present Recruitment Process as also from future Recruitment Processes to be conducted by the High Court for any number of years or permanently, as may be decided by the High Court.

- (h) **Result** of all Examination/Test will be made available on the **High Court websites** as well as HC-OJAS Portal and/or by any other mode that may be decided by the High Court.

- (i) **ONLY after conclusion** of the Recruitment Process, Results (Marks) of each stage of Examination shall be available to each Candidate, through the HC-OJAS website—<https://hc-ojas.guj.nic.in>, **with individual password (One-Time Password-OTP) via, SMS** on his/her registered mobile number.
- (j) **Mere success** in the Examination shall not confer any **right to appointment** and no Candidate shall be appointed to the post unless the High Court is satisfied, after such **inquiries** as may be considered necessary that the Candidate is **suited** in all respects for appointment to the post.
- (k) The Selected Candidate will not be appointed unless the **Medical Authority** specified by the High Court, certifies him/her to be fit to discharge the duties ascribed to the post.
- (l) Candidate is required to produce the following **original testimonials / documents** as well as **one set of self-attested copies thereof alongwith recent passport size colour photograph for due verification, as and when called for**, by the High Court :
 - (i) **Print-out** of the duly filled-in (Confirmed) **‘On-line Application’** alongwith **e-Receipt/Cash-Challan (Offline)**.
 - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
 - (iii) Educational qualifications i.e. **Mark-sheets and Certificates** of SSC, HSC, Final Year of Graduation, Post Graduation, M.Lib. / Master in Library & Information Science as per requirement / applicable.
 - (iv) Requisite Certificate of Work Experience as prescribed at para- 1(d).
 - (v) Requisite Certificate with respect to **Computer** in terms of para 1(b) above.
 - (vi) Relevant **Caste Certificate** in case of SC/ST/SEBC. In case of SEBC Category, valid **Non-Creamy Layer Certificate**.
 - (vii) In case of **Differently Abled (PH)** Candidate, **(a)** a Certificate from a Competent Authority to the effect that he/she has a **locomotor disability of not less than 40%** and **(b)** a Certificate from the Standing Medical Board at Ahmedabad, to the effect that he/she would be **able to perform the duties** of the post in question.
 - (viii) **Certificate of Discharge** from Service in case of **Ex-Servicemen**.
 - (ix) **‘No Objection Certificate (NOC)’**, in case, if employed in State/Central Government.

- (x) **Certificates** from Two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (Original).
- (xi) **Government Gazette**, showing change in name/surname etc, if any.
- (xii) In case any **Criminal Case(s) / Complaint(s)** have been filed against the Candidate concerned, authenticated / attested copies of the relevant documents, viz. FIR / Charge-sheets, Judgment etc.
- (xiii) Original **Identity Proof** as prescribed at 7(f).

Any **Application**, even **under the R.T.I. Act**, seeking any information, **will NOT be entertained till the completion of the entire Recruitment Process.**

The decision of the High Court of Gujarat in respect of all matters pertaining to this Recruitment Process would be final and binding on all Candidates.

**High Court of Gujarat,
Sola, Ahmedabad.
Date : 29/09/2018**

**Sd/-
I/c Registrar (Recruitment)**