

HIGH COURT OF GUJARAT
Sola, Ahmedabad - 380 060.

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

ADVERTISEMENT NO. RC/B/1304/2017 (P.S.)

**DIRECT RECRUITMENT FOR THE POST OF PRIVATE SECRETARY
ON THE ESTABLISHMENT OF HIGH COURT OF GUJARAT**

Starting date for submission of On-line application	16/05/2018 (12:00 hours)
Closing date for submission of On-line application.	31/05/2018 (23:59 hours)
TENTATIVE Date/Month of Preliminary Test, Stenography/Skill Test & Viva-voce Test	
Date of Preliminary Test (Morning Session) & Stenography Test / Skill Test (Afternoon Session)	05/08/2018
Viva-voce Test (Oral Interview)	Oct/Nov-2018

The High Court of Gujarat invites ‘On-line Applications’, from eligible candidates for filling up **14 vacancies of Private Secretary in the Pay Matrix of Rs.44,900-1,42,400 (Pre-revised Pay Scale of Rs. 9300-34800/- with Grade Pay of 4600/-)**, on the establishment of the High Court of Gujarat, by Direct Recruitment.

1. CATEGORY WISE VACANCIES :

No. of post	Category-wise				Category-wise for women			
	General	SC	ST	SEBC	General	SC	ST	SEBC
14	02	00	08	04	01	00	03	01

Note :

- The Candidates belonging to SC Category can apply against Unreserved Category and the criteria meant for the Unreserved Category will be applicable to them. However, they will be entitled for relaxation in Fees only.
- Only Differently Abled Persons belonging to Orthopedically Handicapped (Locomotor Disability) Category can apply for the said post, in view of the nature of job and in view of proviso to Section-34 of 'The Right to Persons with Disabilities Act, 2016.'
- The High Court reserves its rights to adjust/alter the number of vacancies notified.

2. ELIGIBILITY CRITERIA [Last Date of submitting of 'On-line Application, i.e. 31/05/2018]:**(a) Essential Educational Qualification :**

- (i) **Graduate** from recognized University.
- (ii) Speed of **120** words per minute in English Short Hand.
- (iii) Knowledge of **Computer** Operation.

(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 posts, 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 **31/05/2018**.

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

Category	Age Relaxation
Unreserved Candidates	-
Women Candidates	05 Years
ST/SEBC Candidates (of Gujarat origin ONLY)	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 **31/05/2018** i.e Last Date of submitting the 'Online Application'.

3. RESERVATION :

- (a) Reservation for various Categories and Classes with respect to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes and Physically Disabled Persons (**PH**), Women & Ex-Serviceman shall be in accordance with the **prevailing policies** of the State Government, as per Rules.
- (b) Candidate belonging to the Reserved Categories in the State of Gujarat, shall only be eligible for Reservation / Relaxation benefits.

4. 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.250/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.500/-** plus the usual Bank Charges via **“Print Application/Pay Fees”** Button through **SBI e-Pay**, provided on the webpage of HC-OJAS Portal-<https://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 16/05/2018 to 31/05/2018**) 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.

5. **SCHEME OF EXAMINATION:**

The Competitive Examination shall consist of :

(A) Preliminary Test (Objective Type-MCQs)	[100 Marks]
(B) Stenography / Skill Test	[60 Marks]
(C) Viva-voce Test	[40 Marks]

(A) Preliminary Test (Objective Type-MCQs) :
Tentatively scheduled on 05/08/2018 (Morning Session)

- (i) The Preliminary Test consisting of Multiple Choice Questions (**MCQs**), shall be administered '**On-line**', through a 'Computer-Based Examination System' and shall be evaluated by real-time assessments, as per entries made by the Candidate, in Computer itself, at the end of the said Preliminary Test and, therefore, re-evaluation of entries/answers, subsequent to Preliminary Test, will NOT be entertained.
- (ii) Preliminary Test will of **100 Marks**, each Question carrying 1 Mark. For every wrong/multiple answer, there shall be **Negative Marking** of **0.33 Marks**. **Duration** of the Preliminary Test shall be **02 (Two) Hours**.
- (iii) Preliminary Test will consist of General Knowledge, General English, Gujarati, Current Affairs, Numerical & Mental Ability, Computer Fundamentals / Operation etc.
- (iv) The Preliminary Test (Objective Type-MCQs) will be taken On-line', through a 'Computer-Based Examination System' and the system itself would facilitate the 'individual' the result of the Examination, by flashing it on the Monitor/Screen of the Candidate concerned, upon submission of the Examination.
- (v) Candidates shall have to secure minimum **50 %** in the Preliminary Test and only those qualifying therein, shall be allowed to appear **for Stenography / Skill Test on the very same day in the afternoon session**.
- (vi) Marks obtained in the Preliminary Test (Objective Type) **will not be considered for determining the merits, for preparing the Final Merit List**.

(B) Stenography /Skill Test [60 Marks] :

Tentatively scheduled on 05/08/2018 (Afternoon Session)

- (i) The Selection will be made on the basis of performance in **Stenography/Skill Test of 60 Marks** (Duration: 8 Minutes' dictation- 2 Paragraphs of 4 Minutes each). Speed of **120 words per minute** in English Short Hand (Transcription time : 50 minutes).
- (ii) The Candidate securing minimum **60% Marks** in the Stenography Test, shall only be eligible for being called for Viva-Voce Test (Oral Interview).
- (iii) Candidates appearing for the Stenography/Skill Test shall have to take the Dictation in **Shorthand Notations only**, and those detected to be taking/taken dictation in longhand, would be disqualified forthwith.
- (iv) In case, large number of Candidates qualify in the Stenography Test, it will be open for the High Court **to restrict the number** of Candidates as deemed necessary, according to Merit.

(C) Viva-voce Test [40 Marks]:

(tentatively in the month of October/November-2018)

- (i) Viva-voce Test shall be of **40 Marks**.
- (ii) Suitability of the Candidates, at the Viva-voce Test, will be assessed on the basis of one's General Knowledge & Legal Knowledge, Basic Knowledge of Computer Application and Personality, etc.
- (iii) Candidates shall have to secure minimum **40% Marks** in the Viva-voce Test.
- (iv) The **Select List & Wait List** will be prepared on the basis of **Aggregate Marks** obtained by the Candidates in the **Stenography/Skill Test & the Viva-voce Test**.
- (v) The High Court reserves the right to adopt appropriate method of short-listing the Candidates at any stage.
- (vi) The Candidate shall download his/her respective Call-letters, from the Websites above-mentioned, during the preceding One Week of the Stenography/Skill .& Viva-voce Test.
- (vii) The **Wait List** shall consist of not more than **20%** of the number of Candidates placed in the **Select List** and shall be operated **ONLY** in case of non-joining of Candidate(s) or Cancellation of the candidature of a Candidate, or as may be decided by the High Court.
- (viii) 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.

6. 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, has **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** with any **electronic gadget(s)** **during any of the Examination / Test.**

7. 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/201718/1/11111**). 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 16/05/2018 to 31/05/2018**) 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.

8. GENERAL INSTRUCTIONS :

- (a) Benefit(s) of **Relaxation** in Upper Age Limit / Examination Fees / Reservation shall be granted to the Candidates belonging to Reserved Categories i.e. SC/ST/SEBC/PH (only Orthopedically disabled) / Ex-Servicemen, provided that requisite Certificate in respect thereof, issued by the Competent Authority, is provided by the Candidate as and when called for. The final decision, as to the suitability of a Candidate, for the Post, shall rest with the High Court.

Note :- Candidates belonging to SC Category, shall only be entitled for relaxation in Examination Fees.

- (b) The Candidate who has **successfully submitted CONFIRMED Online Application & paid the requisite Examination fees**, shall only be eligible for appearing at the Stenography/Skill Test and/or Viva-voce Test, subject to their qualifying therefor.
- (c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Stenography/Skill Test and/or Viva-voce Test shall be final. No candidate, to whom **Call Letter** has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Stenography/Skill and/or Viva-voce Test.

- (d) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Stenography/Skill Test and/or Viva-voce, if called for, at the place and time that may be decided by the High Court.
- (e) Candidate shall be **required to download** his/her **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.
- (f) 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.**
- (g) 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'.**
- (h) **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.

- (i) **Result** of all Examination/Test will be made available on the High Court websites and/or by any other mode that may be decided by the High Court.
- (j) ONLY after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination shall be available to each Candidate, by providing a link to a webpage on 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.
- (k) **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 **suitable** in all respects for appointment to the post.

- (l) The High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (m) 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.
- (n) 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, as and when called for**, by the High Court :
- (i) **Print-out** of the duly filled-in (Confirmed) **‘On-line Application’** alongwith **e-Receipt/Challan**.
 - (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, as per requirement / applicable.
 - (iv) Certification showing the respective requisite **Speed in English Stenography, if any**.
 - (v) Certificate indicating to be possessing the requisite Certificate with respect to **Computer** in terms of para 2(b) above.
 - (vi) **Caste Certificate** issued by the Competent Authority of the State of Gujarat, in case, the Candidate has applied under Reserved Category (SC/ST/SEBC) and if belongs to 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 8(g).

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 : 14 / 05 / 2018**

**Sd/-
Registrar (Recruitment & Finance)**