

**HIGH COURT OF GUJARAT,
Sola, Ahmedabad - 380 060.**

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

ADVERTISEMENT NO. RC/1304/2015

Starting date for submission of On-line application	16/03/2016 (12:00 hours)
Closing date for submission of On-line application.	31/03/2016 (23:59 hours)
TENTATIVE Date/Month of Stenography Test & Written Test / Viva-voce Test	
Date of Stenography Test / Skill Test for both the Posts	01/05/2016
Written Examination (Objective Type – MCQs) for the post of English Stenographer Grade-II	01/05/2016
Viva-voce Test (Oral Interview) for the post of Private Secretary	July/August, 2016

The High Court of Gujarat invites ‘**On-line Applications**’, from eligible candidates for filling up **18 vacancies of Private Secretary (Class-II) in the pay scale of ₹9300-34800/- with Grade Pay of ₹4600/-** and **18 vacancies of English Stenographer Grade-II (Class-III), in the pay scale of ₹9300-34800/- with Grade Pay of ₹4400/-**, on the establishment of the High Court of Gujarat, by Direct Recruitment.

Category-wise Vacancies :

Sr. No.	Post	Category					Total Vacancies
		General	SC	ST	SEBC	PH	
1	Private Secretary	-	-	06	12	-	18
2	English Stenographer Grade-II	08	01	03	06	-	18

* The High Court reserves its right to **adjust / alter** the number of vacancies notified.

1. ELIGIBILITY CRITERIA [As on 02/03/2016] :

(a) Essential Educational Qualification :

For the posts of Private Secretary :

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

For the posts of English Stenographer Grade-II :

- (i) **Graduate** from recognized University.
- (ii) Speed of **100** 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 date of Detailed Advertisement i.e. on **02/03/2016**.
- (ii) **Relaxation of 5 years** in upper age limit shall be admissible to the candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled (PH) Person and Ex-Servicemen.
- (iii) **Employees** working in the Subordinate Courts or any other High Court shall be allowed on a uniform basis, relaxation of a maximum period of **5 years** or to the extent of equal number of years for which service has been put in by him/her, **whichever is less**, in the upper age limit.

2. RESERVATION :

- (a) Reservation for various Categories and Classes with respect to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes and Differently Abled (PH) Persons shall be in accordance with the **prevailing policies** of the State Government.
- (b) Candidate belonging to the Reserved Categories in the State of Gujarat, shall only be eligible for Reservation / Relaxation benefits.
- (c) If Candidates from the Reserved Categories do not qualify for Selection, then the vacant posts in these categories would be filled up according to the merits.

3. FEES AND MODE OF PAYMENT :

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Differently Abled (PH) Persons or Ex-Servicemen** shall be required to pay Fees of **₹250/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **₹500/-** plus the usual Bank Charges through remitting the same in Current Bank Account No. **30725811785** with **the State Bank of India**, High Court Complex Branch, Ahmedabad, held in the name of **Registrar General, High Court of Gujarat, Sola, Ahmedabad**, through any of the Core Banking Service Branches of the **State Bank of India** using the Cash Voucher in the Special Format appended to this Advertisement, from **16/03/2016 to 31/03/2016**, during Bank working days and hours.
- (b) **Candidates desiring to apply for both the posts, shall be required to apply separately after payment of requisite Fees separately.**
- (c) Fees paid by **any other mode**, will NOT be accepted.
- (d) Fees once paid, shall **NOT be Refunded OR shall NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.

4. SELECTION PROCEDURE :

❖ **For the Posts of Private Secretary :**

The **Stenography Test and Viva-Voce (Oral Interview)** will be conducted at **Ahmedabad** or at the Centre(s) as decided by the High Court, and Candidates shall have to appear at their **own cost** in the respective tests.

(A) Stenography Test : (to be conducted tentatively on **01/05/2016**)

- (a) The Selection will be made on the basis of performance in **Stenography Test of 60 Marks** (Duration: 6 Minutes' dictation). Speed of **120 words per minute** in English Short Hand (Transcription time : 45 minutes).
- (b) The Candidate securing minimum **50% Marks** in the Stenography Test, shall only be eligible for being called for Viva-Voce Test (Oral Interview).
- (c) 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.

(B) Viva-voce Test : (to be conducted tentatively in the month of **July/August, 2016**)

- (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.

➤ The Select List & Wait List will be prepared on the basis of **Aggregate Marks** obtained by the Candidates in Stenography/Skill Test and the **Viva-voce Test**.

❖ **For the Posts of English Stenographer Grade-II :**

The **Competitive Examinations**, will be conducted at **Ahmedabad** or at the Centre(s) as decided by the High Court, and Candidates shall have to appear at their **own cost** in the respective tests, which consist of :

(A) **Stenography Test** : (to be conducted tentatively on **01/05/2016**)

The Selection will be made on the basis of performance in **Stenography Test of 60 Marks** (Duration: 6 Minutes' dictation). Speed of **100 words per minute** in English Short Hand. (Transcription time : 40 minutes).

(B) **Written Test** : (Tentatively scheduled on **01/05/2016, on the same day of Stenography / Skill Test**)

(i) The Written Test (Objective Type) 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 Written Test and therefore, re-checking of entries/answers, subsequent to Written Test, will NOT be entertained by the High Court.

(ii) Written Test will be of **40 Marks** (Duration : **1 Hour**), each Question of 1 Mark.

(iii) Written Test will be consisting of General Knowledge, General English, Current Affairs, Numerical & Mental Ability, etc.

NOTE : In case, large number of 'On-line Applications' are received, the Written Test would be re-scheduled for a date & venue, as may be decided by the High Court later on, and the same will be communicated to Candidates, accordingly, through SMS and/or E-mail and Notification on High Court Websites.

➤ The Candidate shall have to secure minimum **50% Marks** in **Each Test** i.e. Stenography Test & Written Test.

➤ The **Select List & Wait List** will be prepared on the basis of **Aggregate Marks** obtained by the Candidates in the **Stenography Test & the Written Test**.

❖ **For both the Posts :**

- The Candidate shall download his/her respective Call-letters, from the Websites above-mentioned, during the preceding One Week of the Written / Viva-voce Test.
- The **Wait List** shall consist of not more than **20%** of the number of Candidates placed in the **Select List**, subject to other requirements and shall be operated **ONLY** in case of non-joining of Candidate(s) or Cancellation of the candidature of a Candidate.
- 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.

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, has **more than one wife** living. And, if a woman, has married a **man** already having **another** wife.

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) All eligible Candidates **ONLY After Payment** of their requisite **Examination Fees** in the Bank Account as mentioned in **Para No.3** above, should apply **‘On-line’**, through the link provided in High Court Website <http://hc-ojas.guj.nic.in>, in the prescribed format from **16/03/2016 to 31/03/2016**. Please note that the Last Date for submission of On-line Application is **31/03/2016 till 23:59 hours**.
- (c) Candidate should have his/her own/family 'registered' **Mobile Number** and the same should be kept active during the entire Recruitment Process.
- (d) 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.
- (e) 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/201516/1/11111**). By clicking **‘Show Application Preview’** Button, will display on-screen preview of the Application.
 - 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.
 - 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.
 - 6) After filling-up all the required/mandatory fields of the On-line Application, correctly and duly verified by the Candidate, he/she is required to **‘CONFIRM’** the Application. However, Candidate can alter/modify the details before he/she CONFIRM his/her Application.
 - 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, Candidate has to click on **‘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.

- 9) **Please note** that only after 'Confirmation', the 'System' will register candidate's 'On-line' Application. Further, only Confirmed Applications will be considered / processed for the Recruitment Process.
 - 10) Thereafter, the Candidate should ensure that he/she receives a System generated 'SMS' conveying his/her Confirmation Number, on his/her 'registered' Mobile Number.
 - 11) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the end of the Recruitment Process.
 - 12) At the end of the process, the Candidate shall take '**Print Out**' of his/ her '**Confirmed Application**' by clicking '**Print Application**' Tab of the Main Menu and retain at least TWO copies of the same for future reference & use.
 - 13) **Please note** that the Candidate is **not required** to and **should not send** copy of his/her **Online-Application and/or any testimonials/ documents to the High Court**. They should produce the same, when called for.
- (f) **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.
- (g) A Candidate shall not apply **more than once**, for any reason at all.

7. GENERAL INSTRUCTIONS :

- (a) General Candidate(s) born **before 02/03/1981** & the candidates belonging to Reserved Categories [SC/ST/SEBC/PH (only Orthopedically disabled)/Ex-Serviceman] and candidates working in Subordinate Court & any other High Court born **before 02/03/1976, as the case may be**, shall not be eligible to apply.
- (b) A Candidate will have to **apply separately** for each post **with the requisite amount of Fees in prescribed proforma of Cash Voucher**, in support of his/her candidature.
- (c) 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 produced 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.

- (d) The Candidate who has **successfully submitted CONFIRMED Online Application**, shall only be eligible for appearing at the Stenography/Written Test and/or Viva-voce Test, subject to their qualifying therefor.
- (e) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Stenography/Written 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/Written Test and/or Viva-voce Test.
- (f) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Stenography/Written Test and/or Viva-voce, if called for, at the place and time that may be decided by the High Court.
- (g) Candidate shall be **required to download** his/her **Call-letter** from the Websites mentioned above [see Para 6(b)], 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.
- (h) 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.**
- (i) 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' and original Cash Voucher.**
- (j) **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 or any number of years or permanently, as may be decided by the High Court.
- (k) **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.
- (l) **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 –

<http://hc-ojas.guj.nic.in>, with individual password (One-Time Password-OTP) via, SMS on his/her registered mobile number.

- (m) **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.
- (n) The High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (o) 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.
- (p) 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 Original **'Cash Voucher'** marked as **'Office Copy'**.
 - (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**.
 - (v) Certificate indicating to be possessing **'Basic Knowledge of Computer Application/Operation'** issued by Government or Private Institute, as set out by Government of Gujarat, in General Administrative Department Resolution No.CRR-10-2007-120320-G.5 dtd.13/08/2008.
 - (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, **Non-Creamy Layer Certificate** issued during the current financial year.
 - (vii) In case of **Differently Abled** 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(i).

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 : 02/03/2016**

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

No.RC/1304/2015		CASH VOUCHER		BANK COPY	
STATE BANK OF INDIA					
Recruitment to the post of Private Secretary on the establishment of the High Court of Gujarat					
Applicant's Name :					
Account No. :		30725811785 - Registrar General, High Court of Gujarat, Ahmedabad.			
Name of Branch in which Fee is remitted :		Branch Code :			
Deposit Journal No. :		Confirm Journal No. :			
Date of Deposit :					
Application Fees : (Non-Refundable)		₹	Bank Charges : (To be paid by Candidate)	₹	
Authorized Signatory & Stamp					
# Fee receiving branch is advised to write the Deposit Journal No. invariably.					

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No.RC/1304/2015		CASH VOUCHER		OFFICE COPY	
(To be submitted to the High Court at the time of Oral Interview)					
STATE BANK OF INDIA					
Recruitment to the post of Private Secretary on the establishment of the High Court of Gujarat					
Applicant's Name :					
Account No. :		30725811785 - Registrar General, High Court of Gujarat, Ahmedabad.			
Name of Branch in which Fee is remitted :		Branch Code :			
Deposit Journal No. :		Confirm Journal No. :			
Date of Deposit :					
Application Fees : (Non-Refundable)		₹	Bank Charges : (To be paid by Candidate)	₹	
Authorized Signatory & Stamp					
# Fee receiving branch is advised to write the Deposit Journal No. invariably.					
<i>To be produced at Every Stage of Examination .</i>					

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No.RC/1304/2015		CASH VOUCHER		CANDIDATE COPY	
STATE BANK OF INDIA					
Recruitment to the post of Private Secretary on the establishment of the High Court of Gujarat					
Applicant's Name :					
Account No. :		30725811785 - Registrar General, High Court of Gujarat, Ahmedabad.			
Name of Branch in which Fee is remitted :		Branch Code :			
Deposit Journal No. :		Confirm Journal No. :			
Date of Deposit :					
Application Fees : (Non-Refundable)		₹	Bank Charges : (To be paid by Candidate)	₹	
Authorized Signatory & Stamp					
# Fee receiving branch is advised to write the Deposit Journal No. invariably.					
<i>To be produced at Every Stage of Examination .</i>					

No.RC/1304/2015		CASH VOUCHER		BANK COPY	
STATE BANK OF INDIA					
Recruitment to the post of English Stenographer Grade-II on the establishment of the High Court of Gujarat					
Applicant's Name :					
Account No. :		30725811785 - Registrar General, High Court of Gujarat, Ahmedabad.			
Name of Branch in which Fee is remitted :		Branch Code :			
Deposit Journal No. :		Confirm Journal No. :			
Date of Deposit :					
Application Fees : (Non-Refundable)		₹	Bank Charges : (To be paid by Candidate)	₹	
Authorized Signatory & Stamp					
# Fee receiving branch is advised to write the Deposit Journal No. invariably.					

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No.RC/1304/2015		CASH VOUCHER		OFFICE COPY	
(To be submitted to the High Court at the time of Oral Interview)					
STATE BANK OF INDIA					
Recruitment to the post of English Stenographer Grade-II on the establishment of the High Court of Gujarat					
Applicant's Name :					
Account No. :		30725811785 - Registrar General, High Court of Gujarat, Ahmedabad.			
Name of Branch in which Fee is remitted :		Branch Code :			
Deposit Journal No. :		Confirm Journal No. :			
Date of Deposit :					
Application Fees : (Non-Refundable)		₹	Bank Charges : (To be paid by Candidate)	₹	
(Signature of Supervisor at Stenography Test)		(Signature of Supervisor at Written Test)		Authorized Signatory & Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.					
<i>To be produced at Every Stage of Examination .</i>					

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No.RC/1304/2015		CASH VOUCHER		CANDIDATE COPY	
STATE BANK OF INDIA					
Recruitment to the post of English Stenographer Grade-II on the establishment of the High Court of Gujarat					
Applicant's Name :					
Account No. :		30725811785 - Registrar General, High Court of Gujarat, Ahmedabad.			
Name of Branch in which Fee is remitted :		Branch Code :			
Deposit Journal No. :		Confirm Journal No. :			
Date of Deposit :					
Application Fees : (Non-Refundable)		₹	Bank Charges : (To be paid by Candidate)	₹	
(Signature of Supervisor at Stenography Test)		(Signature of Supervisor at Written Test)		Authorized Signatory & Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.					
<i>To be produced at Every Stage of Examination .</i>					