THE GAUHATI HIGH COURT AT GUWAHATI

[HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH]

A D V E R T I S E M E N T

No. HC.XXXVII-17/2024/275/R.CELL   **Dated Guwahati, the 25th October, 2024**

Online applications are invited from eligible candidates for filling up of **5 (five)** posts of **Computer Assistant** in the **Principal Seat** of the **Gauhati High Court** in their respective Pay Structure (PB-2) in the Scale of Rs. 14000-70000/- with Grade Pay of Rs. 6200/- plus other allowances as admissible under the rules. The number of vacancy is indicative only and may vary at the time of final selection on either side.

IMPORTANT DATES:-

Sl. No.	Description	Date
1.	Submission of Online Application.	**08-11-2024, from 3.00 pm**
2.	Last date for Submission of Online Application.	**23-11-2024, till 05.00 pm**
3.	Last date for payment of fee.	**27-11-2024, till bank transaction hours**

CATEGORY WISE BREAK UP OF VACANCIES:

Unreserved	OBC/MOBC	SC	ST(P)	ST(H)	Total
Nil	3	Nil	1	1	5

AGE LIMIT:-

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

Sl. No	Category	Maximum age
1.	OBC/MOBC	43 years
2.	ST (P) & ST (H)	45 years

N.B.
1. **Candidates belonging to OBC/MOBC category shall have to produce a valid non-creamy layer certificate from the competent authority at the time of document verification before interview/viva-voce without fail.**

2.	**For Persons with benchmark disabilities (PwBD), the relaxation in maximum age limit will be as per rules.**
3.	**PwBD candidates belonging to OBC/MOBC, ST(P) and ST(H) categories, will only be considered eligible to avail the benefits provided as per rules.**
4.	**Suitable categories of PwBD for the posts are Hard of Hearing(HH), One Leg(OL), Both Leg(BL), Dwarfism(DW), Leprosy Cured(LC) and Acid Attack Victims(AAV).**

ELIGIBILITY CRITERIA:-

1.	Must be a Graduate from a recognized University.
2.	Must have Diploma / Certificate in Computer Operation / Applications of at least 6 (six) months durations. The candidate must have received training in execution of works such as 1) data entry and DTP works, 2) basic hardware maintenance including installation of various devices like printers, scanners etc., 3) setting up and configuring LAN, 4) using utilities, application software, 5) Web designing and Web based application software as well as Web based applications of computers.

N.B. Candidates must possess the aforesaid eligibility criteria as on the last date of receipt of application form.

Candidate must have a **valid Employment Exchange Registration Number for the State of Assam**.

SELECTION PROCESS:-

Stage 1	**Written Examination (Objective type multiple choices) for 120 marks** of 2 hours duration on OMR sheets testing the Technical Knowledge (50 marks), English Proficiency (20 marks), General Knowledge (20 marks), General Aptitude and Reasoning (10 marks) as well as knowledge of Assamese language (20 marks). The Assamese language segment may be of qualifying nature and candidates securing atleast 40% marks i.e. 8 out of 20 marks in the Assamese language segment shall be treated as qualified to appear in the Stage 2. Marks obtained in Assamese language segment will not be considered while preparing the final merit list.
Stage 2	**Skill Test of 30 marks.** Candidates in the ratio of 1:5 (5 candidates for 1 post) in order of merit in the Written Examination will be called to appear in the Skill Test.

	A candidate shall have to secure at least 60% marks i.e. 18 out of 30 marks in order to be considered qualified in the Skill Test.
Stage 3	**Viva voce/Interview of 20 marks.** Candidates in the ratio of 1:3 (3 candidates for 1 post) in order of merit in the Written Examination and Skill Test combined will be called to appear in the Interview. A candidate shall have to secure at least 60% marks in the interview i.e. 12 out of 20 marks in the interview in order to be considered qualified.

N.B.

Final selection will be made on the basis of the grand total marks obtained by the candidates in the Written Examination, Skill Test and Interview/Viva-Voce. Where more than one candidate, obtain same grand total marks, the candidate who obtains more marks in the Written Examination and Skill Test combined will get preference. Where the marks obtained by such candidates in the Written Examination and Skill Test combined are also same, the candidate who obtains more marks in the Skill Test will get preference. Where the marks obtained by such candidates in the Skill Test are also same, then the candidate who is senior in age will get preference.

HOW TO APPLY: Before applying online, candidates must possess a valid e-mail ID and Mobile Number which are mandatory for registration. E-mail ID should be kept active. Though the system is designed to send e-mail immediately acknowledging the Registration Code, sometimes due to network congestion, the e-mail may not be delivered, hence the candidates are requested to note down the Registration Code.

Phase 1:

(a) Log on through the website *and https://ghconline.gov.in click on* **'Online Application for filling up of Computer Assistant in the Principal Seat of the Gauhati High Court"**.

(b) Click on "**New Registration**". Provide the required information in that page, and then click "**Submit Registration**". The system will generate a Registration Code which will be displayed below the "Submit Registration" button. 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:	(a) Click "**Update Candidate Details**".
	(b) Candidate has to provide his/her profile details and other candidature specific information and has to save the data by clicking the **"Update Data"** button. **No field box should be left blank**.

Phase 3:	Candidate has to upload his/her Photograph Image and Signature Image. The image format should be **jpg, .png or .gif**. No other image format will be accepted. The image size should be between **5 KB and 30 KB**. <u>Pixel size of photograph is 354 x 276 and for the Signature is 118 x 276</u>. The dimension of the Photograph image and Signature image should be as indicated below:
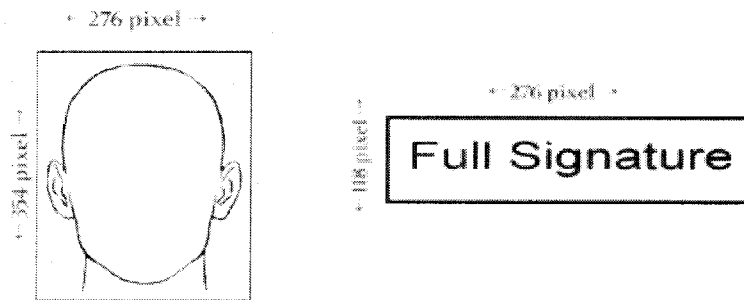
The image of the Passport Photograph should be such that the face of the candidate covers at least 80% of the space of the photograph image, similarly the signature should cover at least 70% of space of the Signature image.

For uploading Passport Photo and Signature (both should be in image format as specified above),

(a) Click "**Upload Photograph & Signature**".

(b) The candidate should select the respective file using the "**Browse**" button and after selecting the file, he/she should click the **"Upload Passport Photo"** and **"Upload Signature"** button respectively to upload the file to server.

(c) On successful uploading of photo & signature, the candidate should click the "Declaration check box". On clicking the Declaration check box on the page, the button **Submit Candidature** will turn green and will be activated for submission of candidature.

(d) Click on **"Submit Candidature"** to submit the application. No

change in information filled in by the candidates will be allowed once the application form is submitted by clicking the "**Submit Candidature**" button. Therefore, before submitting Candidature, please ensure that all information, photograph and signature are uploaded as per the instructions.

Phase 4:

(a) 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.

(b) The payment can be made at any branch of State Bank of India after two working days of submission of online application and on or before the last date fixed for payment of fees.

(c) 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.

(d) The fee payment information viz. Journal No., Paid Amount, Payment Date etc., will be reflected automatically on the account of the candidate after two working days from the date of payment at the bank.

(e) Thereafter, the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature.

(f) 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 ghcrec@gmail.com mentioning the Post Name in the Subject line and related Registration Code and Applicant'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.

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

APPLICATION FEE:- The details of application fee to be paid by the candidates are indicated below. **Persons with Benchmark Disability (PwBD) need not pay any fees.**

For OBC / MOBC	Rs. 500/-
For ST(P) / ST(H)	Rs. 250/-

Candidates are advised to apply online well before the last date and not to wait till the last date, so as to avoid heavy load on internet or website.

TERMS AND CONDITIONS:-

i. 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 said post.

ii. Candidates need not submit any testimonial / certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualifications, computer qualifications, date of birth, caste, working experience etc. at subsequent stages when asked for.

iii. The admission of candidates at all stages of the selection process will be purely provisional and subject to satisfying the prescribed eligibility conditions. The application will be subject to scrutiny at every stage and shall be rejected if any defect is detected.

iv. The list of provisional candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference in due course.

v. No TA/DA shall be paid to the candidates for appearing in the written test/skill test/interview etc.

vi. Candidates who are already in the Government Service (Central/State or PSU) may apply through proper channel. They shall have to produce "No Objection Certificate" from the present Employer at the time of document verification before interview/viva-voce and they will have to submit release order at the time of joining.

vii. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.

viii. Information submitted by an applicant in his/her application will bind the candidate and if found to be false, his/her candidature will be cancelled forthwith and he/she shall be liable for criminal prosecution.

ix. 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.

x. The certificate for claim of reservation must be issued by competent authority.

xi. If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.

xii. The High Court reserves the right to cancel, alter or modify the advertisement or other terms and conditions of the advertisement without any prior notice.

xiii. 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.

xiv. All other matters which are not specifically provided in this advertisement shall be decided by the High Court.

25.10.2024

I/c REGISTRAR (ADMINISTRATION)
cum-In-Charge, Centralized Recruitment,
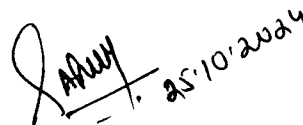Gauhati High Court, Guwahati.

Memo No. HC.XXXVII-17/2024/275 A/R.CELL   **Dated 25.10.2024**

Copy for information to:

1. The Registrar General, Gauhati High Court, Guwahati.

2. 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. The Secretary, Gauhati High Court Legal Services Committee, Guwahati.

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 Project Manager, Gauhati High Court, Guwahati for immediate uploading of the Advertisement in the High Court website in the home page with the caption: **"Advertisement dated 25 / 10 / 2024 for direct recruitment of Computer Assistant in the Principal Seat of the Gauhati High Court."**

9. PS to Hon'ble Mr. Justice _____Gauhati High Court, Guwahati for favour of his lordship's kind information.

10. PS to Hon'ble Mrs. Justice _____Gauhati High Court, Guwahati for favour of her ladyship's kind information.

11. Administrative officer (Judl)_____, Gauhati High Court, Guwahati.

12. CA to the Registrar (Admin.), Gauhati High Court, Guwahati.

13. The Gauhati High Court Notice Board.

14. Order File.

I/c REGISTRAR (ADMINISTRATION)
Cum-In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati.