

THE GAUHATI HIGH COURT
(High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

ADVERTISEMENT

No.HC.XXXVII-14/2024/270 /R.Cell

Dated Guwahati, the 25th October, 2024

Applications are invited from citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up the following vacant posts in the **Aizawl Bench** of the **Gauhati High Court** at Aizawl.

Sl. No.	Posts	Pay structure	No. of Post
1	Stenographer Grade-III	Pay level-6 (35,400 – 78,800)	1
2	Lawn Attendant (Group D)	Pay level-1 (17,400 – 38,600)	1

1. Important dates:

Sl. No.	Description	Last Date & Time
1	Submission of online application starts from	07-11-2024, from 3:00 pm onwards
2	Last date for submission of online application	22-11-2024, till 5:00 pm
3	Last date for payment of fees	27-11-2024, till bank transaction hours

2. Age limit:

Minimum age limit-18.

Maximum age limit-35.

Relaxation of upper age limit by 5 years for candidates belonging to Scheduled Tribe/Scheduled Caste.

The age limit will be determined as on the last date of receipt of online application.

3. Essential qualification and eligibility criteria:

A candidate, as on the last date of receipt of application, must fulfill the following criteria:

- i. Stenographer Grade-III:** *Bachelor degree from a recognized University with a diploma in Stenography in English with minimum speed of 80 wpm in shorthand and 30 wpm on*

a computer. Due weightage shall be given to a law Graduate. Preference will be given to candidates having working knowledge of Mizo language upto Middle Standard.

- ii. **Lawn Attendant (Group-D):** Minimum educational qualification of Class VIII standard; and those who have passed HSSLC (12th Standard) or above shall be ineligible to apply for the said post. Candidates possessing special skills may be given preference on need basis. Preference will be given to candidates having working knowledge of Mizo language upto Middle Standard.

4. Selection Process:

<u>Stenographer Grade-III</u>	
Stage I	<p style="text-align: center;"><u>Stenography test: 90 marks</u></p> <ul style="list-style-type: none"> • Voice testing before dictation (2 minutes). • Taking dictation in shorthand at a speed of 80 words per minute (total 560 words in 7 minutes). • Time to be given to the candidates for testing the computer (3 minutes). • Time for transcription of the dictated portion in computer (20 minutes).
Stage II	<p style="text-align: center;"><u>Written test (Descriptive Type) : 100 marks: 2 hours duration</u></p> <p>Candidates in the ratio of 1:10 from the merit list of the stenography test shall be called to appear in the written test, testing the English language proficiency on the touchstone of Composition, Essay and Grammar.</p> <p>The written test will be of qualifying nature and the marks obtained therein will not be counted while preparing the final merit list. A candidate has to secure at least 40% i.e 40 marks in order to be considered qualified in the written test.</p>
Stage III	<p style="text-align: center;"><u>Interview/Viva-Voce: 30 marks</u></p> <p>Candidates in the ratio of 1:3 in order of merit in the stenography test shall be called to appear in the Interview/Viva-Voce subject to qualifying in the written examination. A candidate has to secure at least 60% marks i.e 18 out of 30 marks in order to qualify the Interview.</p>

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

<u>Lawn Attendant</u>	
Stage I	Written Test (Objective Type Multiple Choices): 1 $\frac{1}{2}$ hour (Ninety Minutes): 50 marks.
	The written test will contain questions on Class VIII Standard. There will be no negative mark for wrong answer.
Stage II	Interview/ Viva-Voce: 20 marks
	Candidates equal to 5 times the number of vacancies (1:5) in order of merit in the written test will be called to appear in the Interview/Viva-Voce and verification of original testimonials. A candidate must secure a minimum of 60% marks in the Interview/Viva Voce i.e 12 out of 20 marks in order to be considered qualified.
<p>Final selection will be made on the basis of the total marks obtained by the candidate in the written test and Interview/Viva-Voce. Where more than one candidate obtains same grand total marks, the candidate who obtains more marks in the Written test will get preference. Where the marks obtained by such candidates in the Written test are also same, then the candidate who is senior in age will get preference.</p>	

5. 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 www.ghconline.gov.in or <https://ghcazlbench.nic.in/> and *click on 'Online Application for the posts of Stenographer Grade-III and Lawn Attendant in the Aizawl Bench of the Gauhati High Court'*.

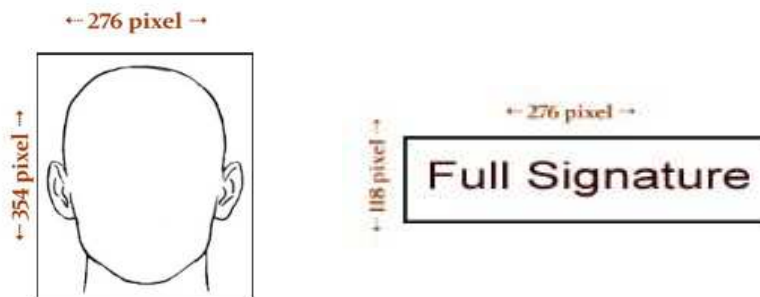
(b) Click on **"New Registration"**. Provide the required information in that page, and then click **"Submit Registration"**. The system will generate a Registration Code which will be displayed below the "Submit Registration" button. Though the system is designed to send e-mail immediately acknowledging 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 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),

- (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 (if any), Applicant's name and Father'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. Candidates are advised in their own interest 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.

6. APPLICATION FEE:

STENOGRAPHER GRADE-III		
<i>Unreserved</i>	<i>For SC/ST</i>	<i>PwBD</i>
<i>Rs. 500/-</i>	<i>Rs. 250/-</i>	<i>Nil</i>

LAWN ATTENDANT		
<i>Unreserved</i>	<i>For SC/ST</i>	<i>PwBD</i>
<i>Rs. 300/-</i>	<i>Rs. 150/-</i>	<i>Nil</i>

Fee once paid shall not be refunded under any circumstances. The fee will also not be held in reserve for any other examination or selection process.

7. TERMS AND CONDITIONS:

- i. Merely satisfying the eligibility criteria will not entitle a candidate to be called for the stenography test/written test/Interview etc.
- 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, date of birth, caste, working experience (if applicable) etc. at subsequent stages when asked for.
- iii. 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 aforementioned posts.
- iv. The admission of candidates at all stages of the selection process for both the categories of posts shall 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 fulfil any of the eligibility conditions,

his/her candidature shall stand cancelled without any notice. Mere calling of candidate to stenography test/written examination/Interview etc. or issuance of admits cards/call letter etc. does not 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.

- v. The provisional list of the candidates, with Roll Nos. for both categories of posts will be published in the High Court website for the candidates' reference.
- vi. No TA/DA shall be paid to the candidates for appearing in the stenography test/written test/Interview etc.
- vii. Candidates who are already in the Government Service in State/Central/PSU may apply after intimating their employers regarding submission of online application forms for the advertised vacancies. They shall have to produce "No Objection Certificate" from their present employer at the time of document verification and "Release Order" at the time of appointment.
- viii. The High Court may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to stenography test/written 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 and https://ghcazlbench.nic.in/**) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
- ix. Application form, which is incomplete in any respect, such as without the photograph and signature, is liable to be rejected summarily, unless otherwise decided by the High Court.
- x. Any information submitted by an applicant in his/her application will bind the candidate personally. The candidate will be solely 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.
- xi. The certificate for claim of reservation must be issued by the competent authority.
- xii. **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
- xiii. The High Court reserves the right to cancel the advertisement, fix the cut off mark(s), alter any terms and conditions of the advertisement at any stage.
- xiv. 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.

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


Sd/-
I/c, Registrar (Administration)-Cum-
I/c, Centralized Recruitment,
Gauhati High Court,
Guwahati-781001

Memo No.HC.XXXVII-14/2024/270A/R.Cell

Dated : 24-10-2024

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. The Registrar, Gauhati High Court, Aizawl Bench, for kind information and necessary action.
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. Project Manager, Gauhati High Court, Guwahati for immediate uploading of the advertisement in the High Court website with the caption: "**Advertisement dated 25-10-2024 for direct recruitment of Stenographer Grade-III and Lawn Attendant in the Aizawl Bench of the Gauhati High Court**" 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.


I/c, Registrar (Administration)-Cum-
I/c, Centralized Recruitment,
Gauhati High Court,
Guwahati-781001
25.10.2024
