

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-33/2022/ 67 /R.Cell

Dated Guwahati the 22nd February, 2023

IMPORTANT DATES:

Sl. No.	Description	Date
1.	Submission of Online Application.	28-02-2023, 12:00 PM
2.	Last date for Submission of Online Application.	15-03-2023, 04:30 PM
3.	Last date for payment of fee.	18-03-2023, Till bank transaction hours

1. Online applications are invited from eligible candidates for filling up 11(eleven) posts of **Court Manager** under the jurisdiction of the Gauhati High Court in the State of Assam in the usual scale of pay (PB-4) of Rs. 30000-110000/- with Grade Pay Rs.14500/- plus other allowances as admissible under the rules. The number of vacancies shown below is indicative only and may vary at the time of final selection on either side.

CATEGORY-WISE BREAKUP OF VACANCY:

Category								Total
Unreserved		OBC/MOBC		ST(P)		ST(H)		
Total	RFW	Total	RFW	Total	RFW	Total	RFW	
3	1	6	2	1	0	1	0	11

2. AGE LIMIT:-

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

Sl. No	Category	Minimum age	Maximum age
1.	General (UR)	25	38
2.	OBC/MOBC	25	41
3.	SC	25	43
4.	ST (P) & ST (H)	25	43

3. ELIGIBILITY CRITERIA:

Qualification
1. Bachelor Degree in any stream with Masters in Business Administration or Advanced Diploma in General Management from a University or Institution in India recognized by the University Grants Commission.
2. 5 (five) years working experience in Process Management or I.T. Systems Management or Human Resources Management or Financial Management.
3. Good computer application skill having at least 6 months diploma in Computer Application.
4. Candidate must have a valid Employment Exchange Registration Number for the State of Assam.

4. **SELECTION PROCESS:** The process of selection of candidates for the aforesaid categories of posts will be as follows:

Phase 1: Written Examination (OMR based objective Questions with Multiple Choices)		
Sl. No.	Paper-I (Duration-2 hours) Subject components	Maximum Marks
1.	Introduction of Management, Communication, Organizational Behaviour, Quantitative Technique, Research Methodology, Financial Management, Human Resource Management, Computer Skills	100
Sl. No.	Paper-II (Duration-45 minutes) Subject components	Maximum Marks
2	General Knowledge, English, Legal Knowledge & General Aptitude	50
Sl. No.	Paper-III (Duration-45 minutes) Subject components	Maximum Marks
3	Official language of the State of Assam	50
Phase 2: Interview & Project Report		
Sl. No.	Subject components	Maximum Marks
1.	Interview: Candidates in the ratio of 1:3 in order of merit from the rank-wise mark sheet of the Written Examination, will be called for the Interview.	20
2.	Project Report: Candidates shall have to submit project report at the time of the Interview. The topic for the project report will be notified in due course of time.	30

Note: On the basis of the grand total marks obtained by the candidates in the Written Examination, Project Report and Interview, the final selection will be made. In case of candidates obtaining the same grand total marks, the candidate who is senior in age will be given preference.

The High Court reserves the right to fix cut off marks for the written examination at a later stage, if required.

5. CHARACTER & PHYSICAL FITNESS:

Candidates shall needs to produce the following certificates:

Details of Certificate	To be certified by	To be submitted on
Character	(i) The Principal/Academic officer of the University/College in which he/she studied last. (ii) Two respectable persons, who are well acquainted with, but not related to the candidate.	Interview
Medical Fitness	Competent Health Practitioner.	Joining

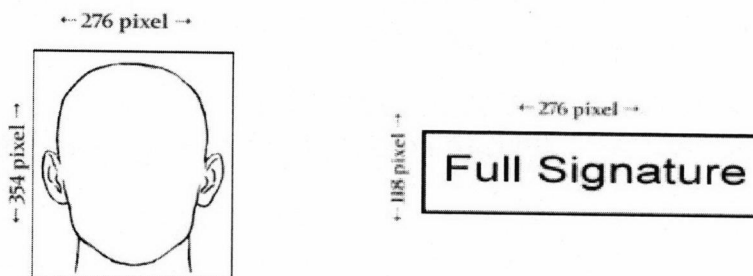
6. **HOW TO APPLY:** Candidates who fulfill the requisite eligibility criteria can submit online application forms, by following the steps indicated below, through the home page of the website www.ghconline.gov.in wherein a scroll under the caption "**Click here to apply online**" will be available:

(Please read the following instructions carefully)

Phase 1: **To** register as an applicant, a candidate has to provide his/her primary credentials viz. Name, Father's Name, Date of Birth, Mobile No. and Email ID. After submission of this information the system will generate a **Registration Code** which will be displayed on the same page prominently. 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: **In** this Phase, a candidate who has created his/her Registration Code in Phase 1, will have to provide his/her profile details, viz. gender, category, address, qualification, experience and other candidature specific information and has to **save** the data by clicking the **Update Data** button.

Phase 3: Here, the applicant can 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) the candidate should select the respective file using the Browse button and after selecting the file, he/she should click the **Upload Passport** and **Upload Signature** button respectively to upload the file to server.

The fresh registration process for candidature will be **closed on the last date of registration**.

However, an already registered candidate can keep uploading/modifying his/her candidature specific data in Phase 2 and Phase 3 till last date of registration. **However, uploading data in these two Phases does not complete the submission process automatically.** In Phase 3, **Submit Candidature** button is required to be used to finally post the candidature for the Examination. **Before submitting Candidature** please ensure that

- 1) All detail information in Phase 2 have been filled up and in case of non-availability of data he/she should fill as per instruction provided. No field box should be left blank.
- 2) Passport Photo image file as described above has been uploaded.
- 3) Signature image file as described above has been uploaded.

Only after these verifications, the candidate should proceed for submission of the candidature/application. Initially the **Submit Candidature** button will be displayed in faded color and deactivated. On clicking the **Declaration check box** on the page, the button **Submit Candidature** will turn to green color and activated for submission of candidature. **No more modification will be possible after submission of**

candidature.

Phase 4: 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. The candidates can pay the fee amount **after two working days** from the date of submission and **on or before the last date** fixed for payment of fees. The payment can be made at any branch of State Bank of India. The mode of payment is cash only. 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.

The fee payment information viz. Journal No., Paid Amount, Payment Date etc. will be reflected on the candidate's account of this Phase **after two working days** from the date of payment at the bank. Then the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature. 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.

7. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.
8. **APPLICATION FEE:** The details of application fee to be paid by the candidates are indicated below.

For all others	Rs. 500/-
For SC/ST	Rs. 250/-

9. 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.
10. 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.

11. TERMS AND CONDITIONS:

- i. The post of Court Manager is transferable throughout the State of Assam and the Gauhati High Court reserves the right to transfer a Court Manager from one place to another at any time within the State of Assam.

- ii. The duties and responsibilities of a Court Manager will be as per the Gauhati High Court (Appointment and Conditions of Service of Court Managers for the State of Assam) Rules, 2018.
- iii. **The candidate shall have to possess essential educational qualification before the last date of submission of online application.**
- iv. 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.
- v. 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.
- vi. The inclusion 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.
- vii. The list of provisional candidates, with allotted Roll Nos. will be published in the High Court website for the candidates' reference. If any candidate has any grievances for inclusion/non-inclusion etc. of his/her name in the list so published, the same should be brought to the notice of the undersigned within the stipulated period indicated in the relevant notification. Candidates are advised to visit the official website (www.ghconline.gov.in) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
- viii. No TA/DA shall be paid to the candidates for appearing in the written test and interview.
- ix. Candidates who are already in the Government Service (Central/State/PSU) shall have to produce "No Objection Certificate" from the present Employer at the time of document verification and they shall have to submit release order at the time of joining.
- x. Application form, which is incomplete in any respect, such as, without photograph and signature, is liable to be rejected summarily.
- xi. **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.**
- xii. 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.
- xiii. The certificate for claim of reservation must be issued by competent authority.
- xiv. **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
- xv. 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.
- xvi. 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.

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

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22/2/2023

REGISTRAR (ADMINISTRATION)

-cum-In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati.

Memo No. HC.XXXVII-33/2022/67A /R.CELL

Dated 22.02.2023

Copy 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 Joint Registrar (_____), Gauhati High Court, Guwahati.
5. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
6. The Assistant Registrar (_____), Gauhati High Court, Guwahati.
7. The Project Manager, Gauhati High Court, Guwahati for immediate uploading of the Advertisement in the High Court website in the relevant page with the caption: **"Advertisement dated 22.02.2023 for direct recruitment of Court Manager under the jurisdiction of the Gauhati High Court in the State of Assam."**, along with a scroll in the home page.
8. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati for favour of his lordship's kind information.
9. PS to Hon'ble Mrs. Justice _____ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
10. CA to the Registrar (Admin.), Gauhati High Court, Guwahati.
11. The Gauhati High Court Notice Board.
12. Order File.

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22/2/23

REGISTRAR (ADMINISTRATION)

-cum- In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati.