

THE GAUHATI HIGH COURT AT GUWAHATI
(THE 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-33/2019/692/R.CELL

Dated Guwahati, the 25th November, 2019

1. Online applications are invited from the citizens of India as defined in Article 5 and 6 of the Constitution of India for filling up the following vacant posts in the establishment of Gauhati High Court, Kohima Bench, Nagaland. Reservations would be as per existing rules. Last date for submission of application is 11-12-2019 till 5.00 pm.

Sl. No	Description of post	Pay	No. of Posts.
1	Senior Personal Assistant (Stenographer Grade II)	Level 10 Rs. 37800/-	2
Total Posts			2 (Two)

Important Dates		
Sl. No.	Description	Date
1.	Submission of Online Application.	27.11.2019, from 2.00 PM
2.	Last date for Submission of Online Application.	11.12.2019, till 5.00 PM
3.	Last date for payment of fee.	13.12.2019 till bank transaction hour

2. AGE:-

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

Sl. No.	Category	Minimum Age	Maximum Age
1	ST(P) & ST(H)	21	35

The Age concession for serving Government employees will be allowed, the equal number of years they are in service subject to a maximum of 5 (five) years.

3. ELIGIBILITY CRITERIA FOR THE POSTS OF SENIOR PERSONAL ASSISTANT/ STENOGRAPHER-II:

- I. Graduate from a recognized university along with Diploma Certificate in Stenography/ Shorthand in English with minimum speed of 100 words per minute in shorthand & 40 wpm typing speed on a computer. Due weightage will be given to law graduate.
- II. The applicant must be an Indigenous Scheduled Tribe inhabitant of Nagaland.

- III. The selected candidates shall give an undertaking to serve for a minimum period of 2 (two) years from the date of appointment.

4. SELECTION PROCESS:

Selection process for the post of SENIOR PERSONAL ASSISTANT/ STENOGRAPHER-II shall be as follows:

For the post of Senior Personal Assistant		
Stage 1	Stenography Test (Dictation and Transcription) of 90 marks	
	Voice testing before dictation	2 minutes
	Speed test in shorthand at a speed of 100 words per minute (total 700 words)	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 2	Written Examination (Descriptive Type) for 100 marks of 2 hours duration on answer scripts testing the English Proficiency on the touchstone of Composition, Essay, Grammar as well as knowledge of English language. The Written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list.	
Stage 3	Viva voce/Interview of 30 marks. Candidates in the ratio of 1:3 (3 candidates for 1 post) may be called to appear in the interview.	

N.B.

Candidates equal to 10 (times) times the vacancy (1:10) in order of merit in Stenography Test will be called for appearing in the Stage 2 i.e. written examination. The Cut off mark for the Stenography Skill Test will be decided by the Hon'ble High Court at an appropriate time.

Candidates either equal to 3 (three) times the number of vacancies (1:3) or as decided by the Hon'ble High Court at an appropriate time, shall be called for appearing in the Interview/Viva-voce on the basis of the marks obtained in the written examination. The candidate shall have to secure at least 60% marks i.e. 18 marks out of 30 marks in the interview in order to be considered qualified.

Final selection will be made on the basis of the total marks obtained by the candidates in the Stenography Skill Test and Interview/Viva-Voce only. Where more than one candidate,

obtain 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.

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.

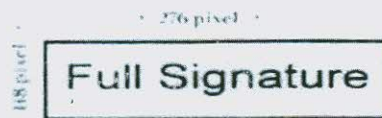
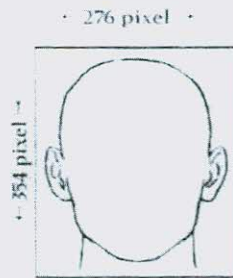
Phase 1: (a) Log on through the website www.ghconline.gov.in or www.kohimahighcourt.gov.in and click on 'Online Application for recruitment of Senior Personal Assistant/ Stenographer Grade-II at Kohima Bench, Gauhati High Court'.

(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.