

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

**KOHIMA BENCH**

Website: [www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in)

**ADVERTISEMENT**

HC.XXXVII-01/2021/35/R.Cell

Dated Guwahati the 21<sup>st</sup> January, 2021

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, Kohima, Nagaland. **Posts are reserved for the Indigenous Inhabitants of Nagaland.** Last date for submission of application is 11-02-2021 till 04.30 pm.

Sl. No	Description of post	Pay	No. of Posts.
1.	Sr. Personal Assistant/ Stenographer Grade-II	PB 2: Rs.9300-34800 with Grade pay of Rs. 4200	2

**Important Dates**

Sl. No.	Description	Date
1.	Submission of Online Application.	27-01-2021, from 2.00 pm
2.	Last date for Submission of Online Application.	11-02-2021, till 4.30 pm
3.	Last date for payment of fee.	16-02-2021 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	General (including OBC/MOBC and all others)	18	38
2	SC	18	43
3	ST (P) & ST (H)	18	43
4	PWD	18	48

**3. ELIGIBILITY CRITERIA FOR THE POSTS OF SENIOR PERSONAL ASSISTANT/ STENOGRAPHER GRADE-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 Inhabitant of the State of Nagaland.**

**4. SELECTION PROCESS:**

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

Stenography Test (Dictation and Transcription) of 90 marks		
<b>Stage 1</b>	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

<b>Stage 2</b>	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 etc.  The Written examination will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list. The High Court will fix the cut off mark of the written examination at an appropriate time.
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<b>Stage 3</b>	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.
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**N.B.**

Candidates equal to 10 (ten) times the vacancy (1:10) in order merit in the 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.

Thereafter, 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 as well as Stenography Skill Test. The candidate shall have to secure at least 60% marks i.e. 18 out of 30 marks in the interview/viva-voce 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

1. 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.

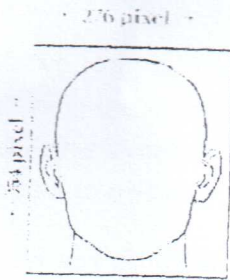
Phase 1: (a) Log on through the website [www.ghconline.gov.in](http://www.ghconline.gov.in) or [www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in) and click on "Online Application for Senior Personal Assistant/ Stenographer Grade-II in the Kohima Bench of the Gauhati High Court".

- (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:



Full Signature

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**.

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

6. **APPLICATION FEE:** The details of application fee to be paid by the candidates are indicated below. Persons with disability (PWD) need not pay fees.

For SC/ST	For all others
Rs. 150/-	Rs. 300/-

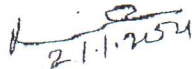
7. Fee once paid shall not be refunded under any circumstances. The fee will also not be held in reserve for any other examination or selection.

8. 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.

**9. TERMS AND CONDITIONS:**

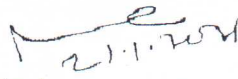
- i. Merely satisfying the eligibility criteria will not entitle a candidate to be called for the written examination/skill test/viva-voce etc.
- ii. Candidates need not submit any testimonial/ certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualifications, date of birth, caste, working experience (if applicable) etc. at subsequent stages when asked for.
- iii. Number of posts may vary at the time of final selection on either side.
- 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 aforementioned posts.
- v. The admission of candidates at all stages of the selection process 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 written examination/skill test/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.
- vi. The provisional list of the candidates, with Roll Nos. will be published in the High Court website for the candidates' reference.
  - vii. No TA/DA shall be paid to the candidates for appearing in the written test/skill test/viva-voce etc.
  - viii. 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.
  - ix. The High Court may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to written examination/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](http://www.ghconline.gov.in) and [www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in)) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
  - x. Application form, which is incomplete in any respect, such as without the photograph and signature upload, is liable to be rejected summarily, unless otherwise decided by the High Court.
  - xi. Any information submitted by an applicant in his/her application will bind the candidate personally. 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.
  - xii. The certificate for claim of reservation must be issued by the competent authority.
  - xiii. **If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.**
  - xiv. The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
  - xv. 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.
  - xvi. All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.

  
21.1.2024  
Registrar (Administration)-cum-  
I/c, Centralized Recruitment  
Gauhati High Court

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. Registrar, Gauhati High Court, Kohima Bench, for kind information and necessary action. He is also requested to make arrangement for uploading this Advertisement in the official website of the Gauhati High Court, Kohima Bench.
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. Project Manager, Gauhati High Court, Guwahati for immediate uploading of this Advertisement in the High Court website in the home page with the caption "Advertisement dated 21-01-2021 for direct recruitment of Senior Personal Assistant/Stenographer Grade II in the Kohima Bench of the Gauhati High."
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. CA to the Registrar (Admin.), Gauhati High Court, Guwahati.
12. The Gauhati High Court Notice Board.
13. Order File.

  
Registrar (Administration)-cum-  
In-Charge, Centralized Recruitment  
Gauhati High Court