

HIGH COURT OF GUJARAT**Sola, Ahmedabad - 380 060.**Website : www.gujarathighcourt.nic.in AND <http://hc-ojas.guj.nic.in>**ADVERTISEMENT NO. RC/B.1304/2017. (Translator)****DIRECT RECRUITMENT FOR THE POST OF TRANSLATOR ON THE ESTABLISHMENT OF HIGH COURT OF GUJARAT**

Starting date for submission of On-line Application	16/03/2018 (12:00 Hours)
Closing date for submission of On-line Application.	31/03/2018 (23:59 Hours)
Tentative Date of Translation Test	
Date of Translation Test	06/05/2018

The High Court of Gujarat invites '**On-line Applications**', from eligible candidates for filling up **04 Posts of Translator (Class-III)**, in the **Pay Matrix of Rs.35,400-1,12,400/-** (Pre-revised Pay Scale of Rs.9,300-34,800 with Grade Pay of Rs.4,200/-), on the establishment of the High Court of Gujarat, by Direct Recruitment.

1. CATEGORY WISE VACANCIES :

Total Vacancies	General	SC*	ST	SEBC
04	01	00	01	02

Note :

- *The Candidates belonging to SC Category can apply against Unreserved Category and the criteria meant for the Unreserved Category will be applicable to them. However, they will be **entitled for relaxation in Fees only.**
- Only Differently Abled Persons belonging to Orthopedically Handicapped (Locomotor Disability) Category can apply for the said post, in view of the nature of job and in view of proviso to Section-34 of 'The Right to Persons with Disabilities Act, 2016.'
- The High Court reserves its rights to adjust/alter the number of vacancies notified.

2. **ELIGIBILITY CRITERIA**

[As on Last Date of submitting of 'On-line Application i.e. 31/03/2018]:

(a) **Essential Educational Qualification :**

Graduate from recognized University.

(b) **Computer :**

A Candidate must possess besides the prescribed qualifications :-

- (i) CCC / CCC+ level Certificate, or;
- (ii) Should have Degree/Diploma from any recognized University/ Educational Institution with Computer as one of the subjects, or;
- (iii) Should have passed SSC or HSC examination from recognized School Board with Computer as one of the subjects, or Courses prescribed by the State Government.

(c) **Age Limit :**

- (i) A Candidate for appointment to the said post, shall not be less than **18 years** and not more than **35 years** of age, as on the **last date of Submitting On-line Application i.e. on 31/03/2018**.
- (ii) **Employees** working in the Subordinate Courts or any other High Court shall be allowed on a uniform basis, relaxation of a maximum period of **5 years** or to the extent of equal number of years for which service has been put in by him/her, **whichever is less**, in the upper age limit.
- (iii) **Relaxation of 5 years** in upper age limit shall be admissible to the candidates belonging to the Scheduled Tribes, Socially and Educationally Backward Classes, Physically Disabled Persons and Ex-Servicemen.

3. **RESERVATION :**

- (a) The Reservations for various Categories and Classes [i.e. Scheduled Caste, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Aabled Persons (having locomotor disability, shall be in accordance with the **prevailing policies** of the State Government as per Rules.
- (b) Candidate belonging to the Reserved Categories in the State of Gujarat, shall only be eligible for Reservation / Relaxation benefits.

4. FEES AND MODE OF PAYMENT :

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Differently Abled Persons (PH) and Ex-Servicemen** shall be required to pay Fees of **Rs.250/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.500/-** plus the usual Bank Charges via **“Print Application / Pay Fees”** Button through **SBI e-Pay**, provided on the webpage of HC-OJAS Portal-<http://hc-ojas.guj.nic.in>.
- (b) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment **i.e. Online Payment or Cash-Challan (Offline)** (Challan will be generated Online at SBI e-Pay Website).
- (c) In case of Online Payment Mode, after successful payment, Candidate will get **e-Receipt** of the same. However, if Transaction / Payment fails due to any technical reasons, follow the Instructions thereat.
- (d) **If Cash-Challan (Offline) Option is selected**, Candidate is required to take printout of 'Challan' in **TWO Copies** and pay the requisite Fees before the Challan Expiry Date, at any of the SBI Branch, by submitting the said Challan to the Bank. The Concerned Bank Branch will retain one Copy of the 'Challan' and return the other Copy to the Candidate.
- (e) Candidates are advised to **preserve** the copy of the **e-Receipt (Online) / Cash-Challan (Offline)** till the conclusion of the Recruitment Process.
- (f) Confirmed 'Online Application', submitted by the Candidate, will be considered as **VALID** Application, only after he/she remits the Examination Fees, as required, in the State Bank of India through **SBI e-Pay**, before due time.
- (g) Requisite Examination Fees, can be paid through either Mode i.e. Online (**from 16/03/2018 to 31/03/2018**) or Offline (Cash-Challan) (till the Challan Expiry Date) and the same shall be considered as **VALID**.
- (h) Fees paid by **any other mode**, will NOT be accepted.
- (i) Fees once paid, shall **NOT be Refunded** OR shall **NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.

5. **SELECTION PROCEDURE :**

- (a) All the eligible candidates who have applied with the requisite Fees and whose On-line Applications are 'Confirmed' and complete in all respect and who fulfill the eligibility criteria will be called for the **Translation Test, which is tentatively scheduled for 06/05/2018.**
- (b) The Selection shall be made on the basis of performance in Translation Test from Gujarati to English language & vice versa of 100 Marks of 02:30 Hours duration.
- (c) Translation Test shall be conducted at **Ahmedabad**, at the Centre(s) (as decided by the High Court) and the candidates shall have to appear at their **own cost** in the said test.
- (d) The Candidate shall download his/her respective e-Call-letters, from the High Court Website '<http://hc-ojas.guj.nic.in>', during the Preceding Week of the Translation Test.
- (e) For being eligible to be included in the Select List/Wait List, the Candidate shall have to obtain minimum **40 Marks** in the Translation Test.
- (f) The High Court reserves the right to adopt appropriate method of short-listing the Candidates at any stage.
- (g) The Wait List would consist of **not more than 20%** of the number of vacancies notified in the Advertisement and shall be operated **only in case of** non-joining of a candidate(s) or cancellation of candidature of candidate(s) due to any reason(s), amongst the candidate listed in Select List.
- (h) The Select List & Wait List shall remain in force for a period of **2 (Two) Years**, from the date of its publication or until the publication of a fresh List(s), whichever is earlier. However, if the vacancies in a particular year are not substantially higher than the number of Candidates remaining in the existing Select List / Wait List, the period of such Select List / Wait List may be extended by the High Court not exceeding **One year**, so as to make appointment against such vacancies from the said Select List / Wait List.
- (i) Any candidate who does not accept the offer of appointment within the time-limit, **shall lose his/her right to appointment** and the High Court shall operate the Select List/Wait List, as the case may be.
- (j) The **Select List & Wait List** shall be published on **High Court website as well as on 'HC-OJAS' website**, and/or through any other mode, as may be decided by the High Court.

6. **DISQUALIFICATION FOR APPOINTMENT :**

No person shall be eligible for appointment to the service –

- (a) unless he/she is a **citizen** of India.
- (b) if he/she is **dismissed** from service by Central Government or any State Government or U.Ts. or any High Court or Statutory or Local Authority.
- (c) if he/she has been **convicted** of an offence involving moral turpitude or who is or has been permanently **debarred** or **disqualified** by the High Court or the Union/State Public Service Commission or by any Recruiting or Examination Conducting Authority from appearing in Competitive Examinations or Selections.
- (d) if he/she directly or indirectly **influences** the Recruiting Authority by any means for his/her candidature.
- (e) if he is a man, has **more than one wife** living. And, if a woman, has married a man already having **another wife**.
- (f) if he/she may be found in **possession** with any **electronic gadget(s)** **during any of the Examination /Test**.

7. **HOW TO APPLY :**

- (a) Before filling-up the ‘**On-line Application**’, Candidate is advised to **thoroughly read and understand the Detailed Advertisement** and the Instructions therein and should ensure that he/she fulfills all the **eligibility criteria and other norms** mentioned above and that the particulars filled in by him/her are **true and correct** in all respects.

In case, it is detected at any stage of Recruitment Process or even after Appointment, that a Candidate does/did not fulfill the eligibility criteria/norms and/or that he/she has/had **suppressed / twisted or truncated any material facts**, his/her **Candidature** shall be liable to be **Cancelled**. If, any of these shortcomings is/are detected even after **Appointment**, his/her service will be liable to be **terminated** with immediate effect.

- (b) Candidate should have his/her own/family member's ‘registered’ **Mobile Number** and the same should be kept active during the entire Recruitment Process as SMS alerts for the various Tests are also likely to be sent on the said Mobile Number, registered in the ‘On-line Application’.
- (c) Candidate should scan his/her **photograph** having **5 c.m. height and 3.6 c.m. of width (15kb)** and **signature** having **2.5 c.m. height and 7.5 c.m. of width (15kb)** in **jpg format** for uploading the same at relevant space in the On-line Application.
- (d) Steps for submitting On-line Application through the ‘**OJAS**’ **Module :-**
 - 1) Fill-up all the Fields given in On-line Application including mandatory Fields, carefully.

- 2) **'Save'** the On-line Application, by clicking **'Save'** button.
- 3) Thereafter, a new pop-up window will appear, displaying the 'Application Number', meaning thereby the Application is saved successfully. Candidate shall, **note down the entire string of the Application Number** (e.g. HCG/201718/1/11111). Upon clicking **'Show Application Preview'** Button, on-screen preview of the Application, would be displayed.
- 4) Thereafter, by entering **Application Number and Date of Birth**, upload scanned **photograph** and **signature** at relevant space on the application and ensure that, the uploaded 'Photograph' & 'Signature', are distinctly recognizable, after uploading.
Note: Please ensure that the 'Scanned Signature' of the Candidate alone should be uploaded, as the same will be verified by the High Court, at each stage, and if the same does not match with the signature of the Candidate, at the time of successive verifications during the Recruitment Process, his/her Candidature is likely to be rejected forthwith.
- 5) If necessary, by using his/her Application Number and Date of Birth, a Candidate can edit his/her On-line Application through **'Edit Application Button'** until his/her Application is Confirmed by the Candidate.
- 6) After filling-up all the required/mandatory fields in the On-line Application, correctly and duly verified by the Candidate, he/she is required to **'CONFIRM'** the Application, by clicking **'Confirm Application'** Button/Tab on the Main Menu. Thereby a pop-up window will appear, wherein the Candidate has to enter his/her Application Number and Date of Birth and then click on 'Confirm Application' Button.
- 7) **Please note** that, after 'Confirmation', further editing of one's 'On-line Application' will not be permitted by the System and the same will be treated as Final Application for the particular post.
- 8) Thereafter, the Candidate should ensure that he/she receives a System generated **'SMS'** conveying his/her Confirmation Number, on his/her 'registered' Mobile Number.
- 9) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the conclusion of the Recruitment Process.
- 10) The Candidate is now required to pay the requisite Fees by clicking "Print Application/Pay Fee" Button. Carefully follow the Instructions / Help given thereat. Select the Mode of Payment i.e. On-line Payment or Offline-Cash (Challan will be generated On-line, by Selecting 'Cash' Option).

Note : (a) If 'Cash' (Offline) Option is selected, Candidate is required to take the printout of Challan' in **TWO copies**, generated through SBI e-Pay and pay the Fees at any of the SBI Branch by submitting the said Challan to the Bank.

(b) **ONLY After Payment** of requisite Examination Fees, through either Mode i.e. On- line (**from 16/03/2018 to 31/03/2018**) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed On-line Application shall be considered as VALID.

- 11) At the end of the process, the Candidate shall take the '**Print Out**' of his/her '**Confirmed Application**' by clicking '**Print Application**' Tab in the Main Menu and retain atleast **TWO** copies of the same for future reference & use.
- 12) **Please note** that the Candidate is **not required** to and should not **send** copy of his/her **On-line-Application and/or any testimonials/ documents to the High Court**. They should produce the same, as and when called for.
- 13) **Please note** that the above is the general procedure for applying On-line. **No other mode** of Application or incomplete Application(s) shall be accepted and in such cases, the Application(s) are liable to be rejected outright.
- 14) A Candidate shall not apply **more than once**, for any reason at all.

8. **GENERAL INSTRUCTIONS :**

- (a) **General Category Candidate(s)** born **before 31/03/1983 &** the candidates belonging to Reserved Categories [**ST/SEBC/PH** (only Orthopedically disabled)/Ex-Serviceman] and candidates working in Subordinate Court & any other High Court born **before 31/03/1978, as the case may be**, shall not be eligible to apply.
- (b) Benefit(s) of **Relaxation** in Upper Age Limit / Examination Fees / Reservation shall be granted to the Candidates belonging to Reserved Categories i.e. **SC/ST/SEBC/PH** (only Orthopedically disabled) / Ex-Servicemen, provided that requisite Certificate in respect thereof, issued by the Competent Authority, is produced by the Candidate as and when called for. The final decision, as to the suitability of a Candidate, for the Post, shall rest with the High Court.
Note : Candidates belonging to SC category, shall only be entitled for relaxation in Examination Fees.
- (c) The Candidate who has **successfully submitted CONFIRMED Online Application and paid the requisite Examination Fees**, shall only be eligible for appearing at the Translation Test.
- (d) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Translation Test shall be final. No candidate, to whom **e-Call Letter** has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Translation Test.

- (e) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Translation Test and for Verification of Original Documents, if called for, at the place and time that may be decided by the High Court.
- (f) Candidate shall be **required to download** his/her **e-Call-letter** from the Website - <http://hc-ojas.guj.nic.in>, during the Preceding Week, by using **Advertisement No.**, his/her **Confirmation No.** and **Date of Birth**, for appearing at the respective Examination/Test and the same may be communicated at the relevant time, through **Press-Note/Brief Advertisement and/or vide 'SMS'** on the Mobile Number registered in the 'On line' Application, of the candidate concerned.
- (g) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS Portal**, at the **relevant time**.
- (h) At every stage of Examination, Candidate shall produce, Identity proof i.e Election Card / PAN Card / valid Driving License / valid Passport / Adhaar Card, etc. **in original & a copy thereof, along with the 'Call Letter-cum-Admission Slip'**.
- (i) **Entry in the Compound of the Examination Centre with Mobile/Cell Phone, Tablets, Laptop, Electronic Gadgets etc. is strictly prohibited. No arrangement for safe keeping, will be arranged, which may kindly be noted.**
A Candidate who is found indulging in **unfair practices**, viz. copying or misconduct during the course of examination, using electronic gadgets or Mobile Phones etc., tampering with Question Paper /Examination Material, influencing any Official concerned with the Examination Process, will be debarred from the present Recruitment Process as also from future Recruitment Processes to be conducted by the High Court, for any number of years or permanently, as may be decided by the High Court.
- (j) **Result** of Translation Test will be made available on the **High Court website** as well as on **HC-OJAS Portal** and/or by any other mode that may be decided by the High Court.
- (k) The Results (Marks) of Translation Test shall be made available to each Candidate, through the HC-OJAS website – '<http://hc-ojas.guj.nic.in>', **with individual password (OTP – One Time Password)**, via, SMS on his/her Registered Mobile Number, only after conclusion of the Recruitment Process.
- (l) **Mere success** in the Examination shall not confer any **right to appointment** and no Candidate shall be appointed to the post unless the High Court is satisfied, after such **inquiries** as may be considered necessary that the Candidate is **suitable** in all respects for appointment to the post.

- (m) The High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (n) The Selected Candidate will not be appointed unless the **Medical Authority** specified by the High Court, certifies him/her to be fit to discharge the duties ascribed to the post.
- (o) Candidate is required to produce the following **original testimonials / documents** as well as **one set of self-attested copies thereof along with recent passport size colour photograph, for due verification, as & when called for by the High Court :**
- (i) **Print-out** of the duly filled-in (Confirmed) **‘On-line Application’** alongwith **e-Receipt (On-line) / Cash-Challan (Offline)**
 - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
 - (iii) Educational qualifications i.e. **Mark-sheets** and **Certificates** of SSC, HSC, Final Year of Graduation, Post Graduation, (if any) as per requirement / applicable.
 - (iv) Requisite Certificate with respect to **Computer** as per Para 2 (b) above
 - (v) **Caste Certificate** issued by the Competent Authority of the State of Gujarat, in case, the Candidate has applied under Reserved Category (SC/ST/SEBC) and if belongs to SEBC Category, valid **Non-Creamy Layer Certificate**.
 - (vi) In case of **Differently Abled (PH)** Candidate, (a) a Certificate from a Competent Authority to the effect that he/she has a **locomotor disability of not less than 40%** and (b) a Certificate from the Standing Medical Board at Ahmedabad, to the effect that he/she would be **able to perform the duties** of the post in question.
 - (vii) **Certificate of Discharge** from Service, in case of **Ex-Servicemen**.
 - (viii) **‘No Objection Certificate (NOC)’** in case, if employed in State/Central Government.
 - (ix) **Certificates** from two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.P., certifying of his/her good moral character (Original)

- (x) **Government Gazette**, showing change in name/surname etc, if any.
- (xi) In case any **Criminal Case(s)/Complaint(s)** have been filed against the Candidate concerned, authenticated / attested copies of the relevant documents, viz. FIR / Charge-sheets, Judgment etc.
- (xii) Original **Identity proof** as prescribed at 8(h).

Any **Application**, even under the **R.T.I. Act**, seeking any information, **will not be entertained till the completion of the entire Recruitment Process.**

The decision of the High Court of Gujarat in respect of all matters pertaining to this recruitment process would be final and binding on all Candidates.

**High Court of Gujarat,
Sola, Ahmedabad.**

Date :- 14/03/2018

Sd/-
Registrar (Recruitment & Finance)