

HIGH COURT OF GUJARAT

SOLA, AHMEDABAD - 380 060.

Websites : www.gujarathighcourt.nic.in AND <https://hc-ojas.gujarat.gov.in>

ADVERTISEMENT NO. RC/B/1304/2020 (GST-I)

DIRECT RECRUITMENT OF GUJARATI STENOGRAPHER GRADE-I, ON THE ESTABLISHMENT OF THE HIGH COURT OF GUJARAT.

Starting date of submission of On-line Application	20/04/2021 (12:00 noon)
Closing date of submission of On-line Application	04/05/2021 (23:59 hours)
TENTATIVE SCHEDULE	
Stenography/Skill Test	11/07/2021
Viva-Voce Test (Oral Interview)	In the month of September/October 2021

The High Court of Gujarat invites 'On-line Applications', from eligible Candidates for filling up **01** vacant post of **GUJARATI STENOGRAPHER GRADE-I**, in the Pay Matrix of **Rs.44,900-1,42,400/-**, plus usual allowances as per the Rules, on the establishment of the High Court of Gujarat, by way of Direct Recruitment, subject to the following:

1. EDUCATIONAL QUALIFICATION / ELIGIBILITY CRITERIA :

[as on the Last Date of submitting Online Application i.e. 04/05/2021] :

(A) Essential Educational Qualification :

- (i) Graduate from recognized University.
- (ii) Speed of 90 words per minute in Gujarati Short Hand.
- (iii) Knowledge of Computer Operation.

(B) Age Limit :

- (i) A Candidate applying 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 Online Application i.e. on 04/05/2021.
- (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) For other category, the upper age limit may be relaxed as per the prevailing Government Rules/Orders as under:

Category	Age Relaxation
Women Candidates	05 Years
Differently Abled Persons	10 Years
Ex-Servicemen	Actual service rendered plus 3 years

- (iv) In any case, the Upper Age Limit for any Candidate under any Category/Class, **shall NOT exceed 45 Years**, while availing the above mentioned Age Relaxations, as on 04/05/2021 i.e. Last Date of submitting the 'Online Application'.
- (v) So far as Differently Abled Persons are concerned, looking to the nature of job the Visually Impaired Person cannot apply.

2. **RESERVATION :**

Being Solitary post, Reservation policy, shall not apply and the vacancy will be filled up on Merit basis. However, Candidate belonging to any Category may apply to compete.

The Candidate belonging to reserved categories in the State of Gujarat Origin shall only be eligible / entitled for relaxation in Fees.

3. **FEES AND MODE OF PAYMENT :**

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Differently Abled Persons (PH), Economically Weaker Sections (EWS) 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 Fee”** Button through **SBI e-Pay**, provided on the webpage of HC-OJAS Portal- <https://hc-ojas.gujarat.gov.in>.
- (b) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment i.e. **Online Payment or Cash-Challan / SBI Branch Payment (Offline)** (Cash-Challan will be generated Online at SBI e-Pay Website only).
- (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.

Note:- e-Receipt will be generated at the respective time **ONLY**, soft copy as well as hard copy thereof should be preserved.

- (d) **If Cash-Challan/SBI Branch Payment (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.

Note: *Payment of Fees cannot be made after the specified expiry Date & Time mentioned in the Cash-Challan.*

- (e) Candidates are advised to **preserve** the copy of the **e-Receipt / Cash-Challan** 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 20/04/2021 to 04/05/2021)** or **Offline (Cash-Challan / SBI Branch Payment) (till the Challan Expiry Date)** and the same shall be considered as **VALID**.
- (h) Fees paid by **any other mode**, will **NOT** be considered as **VALID** Fees.
- (i) Fees once paid, shall **NOT be Refunded** OR shall **NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.
- (j) **No correspondence/communications / Phone Calls**, should be made, to the High Court, on this count.

4. **SELECTION PROCEDURE :**

The **Stenography / Skill Test** and **Viva-Voce Test (Oral Interview)** will be conducted at Ahmedabad or at the Centre(s) as decided by the High Court, and Candidates shall have to appear **at their own cost** in the respective tests.

(A) **STENOGRAPHY / SKILL TEST :**

(To be conducted tentatively on 11/07/2021)

- (i) The Selection will be made on the basis of performance in **Stenography / Skill Test** of **60 Marks** (Duration : 08 Minutes' dictation- 2 Paragraph of 4 Minutes each) Speed of **90 words per minute** in Gujarati Short Hand.

(Transcription Time : 75 Minutes)

- (ii) At the time of transcription, Candidates will be facilitated with 'Gujarati Indic Input Tools (MS Office Indic Version) Fonts and they can use any of the following Keyboard/Layout:

- Gujarati Inscript
- Gujarati Typewriter
- Gujarati Typewriter (G)
- Godrej Indica
- Remington Indica
- Special Characters
- Gujarati Terafont

Note: Candidates will not be allowed to use Gujarati Transliteration (Phonetic) Fonts.

- (iii) The Candidate **securing minimum 50% Marks** in the Stenography Test, shall only be eligible for being called for Viva-Voce Test (Oral Interview).
- (iv) Candidates appearing for the Stenography/Skill Test shall have to take the Dictation in **Shorthand Notations only**, and those detected to be taking/taken dictation in longhand, would be disqualified forthwith.
- (v) In case, large number of Candidates qualify in the Stenography/Skill Test, it will be open for the High Court to **restrict the number of Candidates** as deemed necessary, according to Merit, for the Next Stage i.e. Viva-Voce Test (Oral Interview)

(B) VIVA-VOCE TEST (ORAL INTERVIEW):

(to be conducted tentatively in the month of September/October-2021)

- (i) Viva-Voce Test (Oral Interview) shall be of **40 Marks**
- (ii) Suitability of the Candidates, at the Viva-Voce Test (Oral Interview), will be assessed on the basis of one's General Knowledge & Legal Knowledge, Basic Knowledge of Computer Application and Personality, etc.

5. PREPARATION OF SELECT LIST & WAIT LIST :

- (a) The **Select List / Wait List (if any)** will be prepared on the basis of minimum 50% Aggregate Marks obtained by the Candidates in the Stenography/Skill Test & the Viva-Voce Test (Oral Interview).
- (b) 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.

- (c) The **Wait List**, if any, shall be operated during the validity period of Select List / Wait List.
- (d) 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 Wait List, if any, as the case may be.
- (e) The **Select List & Wait List** shall be published on **High Court website as well as on 'HC-OJAS' Portal**.

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 &, 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) and/or indulging in unfair practices 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 herein 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 before 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 '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. of height and 3.6 c.m. of width (15kb)** and **signature** having **2.5 c.m. of 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 Recruitment 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/202122/88/11111). By clicking '**Show Application Preview**' Button, on-screen preview of the Application will 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 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 of 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 'Online Application' will not be permitted by the System and the same will be treated as Final Application for the particular post.

- 8) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the conclusion of the Recruitment Process.
- 9) 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. Online Payment or Offline-Cash (Challan will be generated Online, 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. Online (from 20/04/2021 to 04/05/2021) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed Online Application shall be considered as **VALID**.
- 10) 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.
- 11) **Please note** that the Candidate is **not required** to and should not **send** copy of his/her **Online-Application and/or any testimonials/ documents to the High Court**. They should produce the same, as and when called for.
- (c) **Please note** that the above is the general procedure for applying Online. **No other mode** of Application or incomplete Application(s) shall be considered as **VALID** and in such cases, the Application(s) are liable to be rejected outright.
- (f) A Candidate shall not apply **more than once**, for any reason at all.

8. **GENERAL INSTRUCTIONS :**

- (a) The Candidate who has **successfully submitted CONFIRMED Online Application and paid the requisite Examination Fees**, shall only be eligible for appearing at the Stenography / Skill Test / Viva-Voce Test (Oral Interview), subject to their qualifying therefor.
- (b) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Stenography Test / Viva-Voce Test (Oral Interview), shall be final. No candidate, to whom **e-Call-Letter-cum-Admission-slip** has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Stenography Test / Viva-Voce Test (Oral Interview).

- (c) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Stenography Test and Viva-Voce Test (Oral Interview), if called for, at the place and time that may be decided by the High Court.
- (d) Candidate shall be **required to download** his/her **e-Call-letter-cum-Admission-slip** from the website-<https://hc-ojas.gujarat.gov.in>, during the Preceding Week, by using **Advertisement No.**, his/her **Confirmation No.** and **Date of Birth**, for appearing at the respective Examination / Viva-Voce Test (Oral Interview) and the same may be communicated at the relevant time, through **'SMS'** on the Mobile Number registered in the 'On-line Application', of the candidate concerned.
- (e) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS portal**, at the relevant time.
- (f) 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 'e-Call letter-cum-Admission slip'**.
- (g) **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 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.
- (h) **Result** of all Examinations / Tests will be made available on the High Court websites and/or by any other mode that may be decided by the High Court.
- (i) **ONLY** after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination shall be made available to each Candidate (except the disqualified Candidates), by providing a link to a webpage on the HC-OJAS website-<https://hc-ojas.gujarat.gov.in>, with individual password (One-Time Password-OTP) via, SMS on his/her registered mobile number.

- (j) **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.
- (k) The High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (l) 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.
- (m) Candidate is required to produce the following **original testimonials/documents** as well as **one set of self-attested copies thereof alongwith recent passport size colour photograph, at the time of Viva-Voce Test (Oral Interview)**, to be conducted by the High Court :
- (i) **Print-out** of the duly filled-in (Confirmed) **'On-line Application'** alongwith **e-Receipt/Challan**.
 - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
 - (iii) **Mark-sheets and Certificates** of SSC, HSC, Graduation, Post Graduation as per requirements / applicable.
 - (iv) Certificate showing requisite speed in Gujarati Stenography, if any.
 - (v) Requisite Certificate with respect to Basic knowledge of Computer as prescribed by the State Government from time to time.
 - (vi) **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, **Non-Creamy Layer Certificate valid for the current financial year**.
 - (vii) Economically Weaker Sections (EWS) Eligibility Certificate issued by the Competent Authority of the State of Gujarat, in case the Candidate has applied under EWS Category. The validity of the said Certificate will be in accordance with the provisions prescribed by the State Government.
 - (viii) In case of **Differently Abled (PH)** (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.

- (ix) **Certificate of Discharge** from Service, in case of **Ex-Servicemen**.
- (x) **'No Objection Certificate (NOC)'**, in case, if employed in State/Central Government.
- (xi) **Original Certificates** from Two Respectable Persons being Professionals/Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character. *(To be issued in last 6 months)*
- (xii) **Government Gazette**, showing change in name/surname etc, if any.
- (xiii) 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.
- (xiv) **Original Identity Proof** as prescribed at 8 (f).

9. **Any Application with respect to instant Recruitment Process, even under the R.T.I. Act, seeking any information, will NOT be entertained till the completion of the entire Recruitment Process.**

10. **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 : 19/04/2021

Sd/-
I/c. Registrar (Recruitment & Finance)