

**HIGH COURT OF GUJARAT**

AT SOLA, AHMEDABAD-380 060.

Website : [www.gujarathighcourt.nic.in](http://www.gujarathighcourt.nic.in) & <https://hc-ojas.gujarat.gov.in>

ADVERTISEMENT NO. RC/B/1304/2020 (P.S.)

**DIRECT RECRUITMENT FOR THE POST OF PRIVATE SECRETARY  
ON THE ESTABLISHMENT OF HIGH COURT OF GUJARAT**

Starting date for submitting Online Application	01/07/2021 (12:00 hours)
Closing date for submitting Online Application	15/07/2021 (23:59 hours)

**TENTATIVE SCHEDULE**

Preliminary Test (Objective Type-MCQs)	28/08/2021
Stenography Test / Skill Test	26/09/2021
Viva-voce Test (Oral Interview)	October/November, 2021

The High Court of Gujarat invites 'Online Application' from eligible Candidates for filling up **27 vacancies of Private Secretary**, in the Pay Matrix of **Rs.44,900-1,42,400/-** plus usual allowance as per the rules, on the establishment of the High Court of Gujarat, by Direct Recruitment.

**1. CATEGORY WISE VACANCIES :**

No. of post	Category-wise Break-up					Category-wise Break-up for Women					Out of Total Vacancies Reservation For	
	General	SC	ST	SEBC	EWS	General	SC	ST	SEBC	EWS	Ex-Serviceman	PH
27	11	01	08	05	02	04	-	03	02	01	-	01

**Note :**

- The High Court reserves its rights to adjust/alter the number of vacancies notified at any stage.
- Only Differently Abled Persons (PH) belonging to Orthopedically Handicapped (Locomotor Disability) Category can apply for the said post.

**2. ELIGIBILITY CRITERIA :**

[As on Last Date of submitting of Online Application i.e. 15/07/2021]

**(A) Essential Qualification :**

- (i) Graduate from recognized University.
- (ii) Speed of 120 words per minute in English Short Hand.
- (iii) Knowledge of Computer Operation.

**(B) Knowledge of Computer :**

A candidate must possess a certificate regarding basic knowledge of computer as prescribed by the State Government from time to time.

**(C) 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 for submitting Online Application i.e. on **15/07/2021**.

(ii) The Upper Age Limit may be relaxed as follows:

Category	Age Relaxation
Unreserved Candidates	-
SC/ST/SEBC/EWS Candidates (of Gujarat Origin ONLY)	05 Years
Women Candidates	05 Years
Differently Abled Persons (PH)	10 Years
Ex-Servicemen	Actual service rendered plus 3 Years
Employees working in the Subordinate Courts or any other High Court	05 Years OR to the extent of equal number of years for which service has been put in by him/her, whichever is less.

(iii) 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 **15/07/2021** [i.e Last Date for submitting the Online Application].

**3. RESERVATION :**

(a) Reservation for various Categories and Classes with respect to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Persons (PH), Women and Economically Weaker Sections (EWS) shall be in accordance with the prevailing policies of the State Government.

(b) Candidate belonging to the Reserved Categories in the State of Gujarat Origin, shall only be eligible for Reservation / Relaxation benefits.

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

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Persons (PH), Ex-Servicemen and Economically Weaker Sections (EWS)** shall be required to pay Fees of **Rs.500/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.1000/-** plus the usual Bank Charges via **“Print Application/Pay Fees”** 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 (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 i.e. after Successful Payment, soft copy as well as hard copy thereof should be preserved till the conclusion of the instant Recruitment Process.*

- (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.

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

- (e) The 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 01/07/2021 to 15/07/2021) 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 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. No Correspondence/Communications/Phone calls should be made, to the High Court, on this count.

5. **SCHEME OF EXAMINATION :**

The **Competitive Examination** will be conducted at **Ahmedabad** or at the Centre(s) decided by the High Court and Candidate(s) shall have to appear at their own cost in the respective Tests, which would consist of:

- |  |              |
|--|--------------|
| (A) Preliminary Test (Objective Type-MCQs) | [100 Marks]  |
| (B) Stenography / Skill Test               | [ 60 Marks ] |
| (C) Viva-voce Test                         | [ 40 Marks ] |

**(A) Preliminary Test (Objective Type-MCQs) :**

**(Tentatively scheduled on 28/08/2021)**

- i. The Preliminary Test would be of 100 Marks (Duration : 02 hours) consisting of Multiple Choice Questions (MCQs), each of 1 Mark. For every wrong/multiple answer, there shall be Negative Marking of 0.33 Marks.
- ii. Syllabus for Preliminary Test : General Knowledge, English Language, Gujarati Language, Current Affairs, Numerical & Mental Ability and Computer Fundamentals/Operation etc.
- iii. The Preliminary Test (Objective Type-MCQs) shall be administered through an O.M.R. Sheet and shall be evaluated/assessed by O.M.R. Sheet Scanning Machine and therefore, re-evaluation/rechecking/reassessment of O.M.R. Sheets will not be entertained by the High Court. In view of the present scenario of COVID-19 pandemic, the High Court may conduct the Preliminary Test in any other mode including Online Computer Based Examination.
- iv. The Candidates shall have to secure minimum **50 %** in the Preliminary Test and only those qualifying therein, shall be allowed to appear for **Stenography/Skill Test**.
- v. Marks obtained in the Preliminary Test (Objective Type-MCQs) **will not be considered for determining the merits, for preparing the Final Merit List**.

**(B) Stenography/Skill Test [60 Marks] :**

**(Tentatively scheduled on 26/09/2021)**

- i. The Stenography/Skill Test for Speed of 120 words per minute in English Short Hand/Stenography, would be of 60 Marks. [Duration: 8 Minutes (Dictation-2 Paragraphs, each of 4 Minutes)] with Transcription time of 50 minutes.
- ii. Candidates appearing for the Stenography/Skill Test shall have to take the Dictation in **SHORTHAND NOTATIONS only** and those found to be taking/taken dictation in longhand, would be disqualified forthwith.
- iii. Candidate shall have to secure minimum 60% Marks in Stenography/Skill Test.

**(C) Viva-voce Test [40 Marks] :**

**(Tentatively scheduled in the month of October/November, 2021)**

- i. Viva-voce Test shall be of **40 Marks**.
- ii. Suitability of the Candidates will be assessed on the basis of one's Personality, General Knowledge & Legal Knowledge, Basic Knowledge of Computer Application etc.
- iii. The Candidates shall have to secure minimum **40%** Marks in the Viva-voce Test.

**6. SELECTION PROCEDURE:**

- (a) The **Select List & Wait List** will be prepared on the basis of **Aggregate Marks** obtained by the Candidates in the **Stenography/Skill Test & Viva-voce Test**.
- (b) The **Wait List** would consist of not more than **20%** of the Category-wise **Notified Vacancies** and shall be operated during the validity period of the Select List/Wait List.
- (c) 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.

- (d) Any Candidate who does not accept the offer of appointment within the specified 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.
- (e) The High Court reserves the right to adopt appropriate method of short-listing the Candidate at any stage.
- (f) The **Select List/Wait List** will be published on **High Court website** as well as on **HC-OJAS Portal**.

7. **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)** **and/or indulging in unfair practices during any of the Examination / Test**.

8. **HOW TO APPLY :**

- (a) Before filling-up the '**Online 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 before Appointment that a Candidate does/did not fulfill the eligibility 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 'Online 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 Online Application.
- (d) Steps for submitting 'Online Application' through the '**HC-OJAS**' **Module:-**
- 1) Fill-up all the Fields given in Online Application including mandatory Fields, carefully.
  - 2) '**Save**' the Online 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/202122/89/11111**). 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 Online 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 Online 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. Candidates will be re-directed to SBI e-Pay website. 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 01/07/2021 to 15/07/2021**) 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 at least **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.
- (e) **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.

9. **GENERAL INSTRUCTIONS :**

- (a) Benefit(s) of **Relaxation** in Upper Age Limit and/or Examination Fees shall be granted to the Candidates belonging to Reserved Categories i.e. SC/ST/SEBC/EWS/PH (only Orthopedically disabled) / Ex-Servicemen, provided that requisite Certificate in respect thereof, issued by the Competent Authority, is provided 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.
- (b) The Candidate who has **successfully submitted CONFIRMED Online Application & paid the requisite Examination Fees**, shall only be eligible for appearing at the Preliminary Test and/or Stenography/Skill Test and/or Viva-voce Test, subject to their qualifying therefor.
- (c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Preliminary Test and/or Stenography /Skill Test and/or Viva-voce 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 Preliminary Test and/or Stenography/Skill Test and/or Viva-voce Test.
- (d) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Preliminary Test and/or Stenography/Skill Test and/or Viva-voce, if called for, at the place and time that may be decided by the High Court.
- (e) Candidate shall be **required to download** his/her **e-Call Letter** 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 and the same may be communicated at the relevant time, through ‘SMS’ on the Mobile Number registered in the ‘Online Application’ of the candidate concerned.

- (f) The list of **eligible/qualifying candidates** will be placed on **High Court website** as well as on **HC-OJAS portal, at the relevant time.**
- (g) At every stage of examination, Candidate shall produce, **Identity proof** i.e. Election Card / PAN Card / valid Driving License / valid Passport / Aadhar Card , etc. **in original & a copy thereof, along with the ‘e-Call Letter-cum-Admission Slip’.**
- (h) **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.**

**Note:** A Candidate who is found indulging in **unfair practices**, viz. copying or misconduct during 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.

- (i) **Result** of all Examination/Test will be made available on the High Court websites and/or by any other mode that may be decided by the High Court.
- (j) ONLY after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination will be made available to each Candidate, except the Candidate(s) disqualified at any Examination Stage, by providing a link to a web-page on the HC-OJAS website – <https://hc-ojas.gujarat.gov.in>, with individual password (OTP – One Time Password) via, SMS on his/her registered mobile number.
- (k) **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.

- (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 along-with recent passport size colour photograph, as and when called for**, by the High Court :
- (i) **Print-out** of the duly filled-in (Confirmed) '**Online Application**' **along-with e-Receipt/Challan.**
  - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
  - (iii) **Mark-sheets and Certificates** of SSC, HSC & Essential Qualification as stipulated in Para 2(A) above, as per requirement / applicable.
  - (iv) Certification showing the respective requisite **Speed in English Stenography.**
  - (v) Certificate of Basic Knowledge of Computer.
  - (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 Section (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 provisions prescribed by the State Government.
  - (viii) In case of **Differently Abled (PH)** (Orthopedically Handicapped) 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.
  - (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.P., certifying 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 9(g).
10. **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.**
11. **The decision of the High Court of Gujarat in respect of all matters pertaining to this Recruitment Process would be final and binding upon all Candidates.**

High Court of Gujarat,  
Sola, Ahmedabad.  
Date : 25/06/2021

Sd/-  
Registrar (Recruitment & Finance)