

**HIGH COURT OF GUJARAT**

AT SOLA, AHMEDABAD - 380 060.

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

ADVERTISEMENT NO. RC/B/1304/2021 (S.O. &amp; S.A.)

**DIRECT RECRUITMENT OF SYSTEM OFFICER & SYSTEM ASSISTANT, FOR THE SUBORDINATE COURTS OF THE STATE, ON THE ESTABLISHMENT OF THE HIGH COURT OF GUJARAT.**

Starting date for submitting Online Application	24/08/2021 (12:00 hours)
Closing date for submitting Online Application	16/09/2021 (23:59 hours)
<b>TENTATIVE SCHEDULE</b>	
Elimination Test for both the posts	28/11/2021 (Sunday)
Computer Aided Test (CAT) for both the posts	January, 2022

The High Court of Gujarat invites 'Online Applications' from eligible candidates for filling up filling up **07** vacancies of **System Officer** in the Pay Matrix of Rs.39,900-1,26,600/-, and **14** vacancies of **System Assistant** in the Pay Matrix of Rs.19,900-63,200/-, plus usual allowances as per the Rules, both the posts belong to **Class-III** cadre, for the Subordinate Courts of the State, on the establishment of the High Court of Gujarat, by Direct Recruitment.

**1. CATEGORY-WISE VACANCIES:**

Name of Post	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
System Officer	07	01	-	04	02	-	-	-	01	01	-	01	-
System Assistant	14	08	-	04	01	01	03	-	01	-	-	01	-

**Note :**

- Candidates belonging to Scheduled Caste (SC) & Economically Weaker Sections (EWS) Categories for the post of **System Officer** and Candidates belonging to Scheduled Caste (SC) category for the post of **System Assistant**, may apply against Unreserved vacancies only and the criteria/norms meant for the Unreserved Category will be applicable to them. **However, they may be entitled for the relaxation in Examination Fees only.**
- So far as Differently Abled Persons (PH) are concerned, looking to the nature of job, the Visually Impaired Person cannot apply.
- Candidates desirous of competing for both the posts (i.e. System Officer & System Assistant) will have to apply separately and also have to pay Fees separately.
- The High Court reserves its right to adjust/alter the number of vacancies notified at any stage.

**2. ELIGIBILITY CRITERIA:****{As on the Last Date for submitting Online Application i.e. 16/09/2021}****(A) Essential Educational Qualification :**

Sr. No.	Name of the Post	Qualifications
1	System Officer	B.E./B.Tech with Computer Science <b>OR</b> Information Technology <b>OR</b> MCA with 55% Marks <b>OR</b> M.Sc. (I.T.) with 55% Marks
2	System Assistant	MCA, <b>OR</b> BCA with 50% Marks, <b>OR</b> Diploma in Electronics & Communication Engineering, from Government Institutes, <b>OR</b> Diploma in Information and Technology/Computer Engineering, from Government Institutes.

**(B) Experience required for each of the post:** Minimum 2 years experience in the relevant field in any Government Organization or Public Sector Undertaking or reputed Organization/Company.

**(C) Age Limit :**

- A Candidate applying to the 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 **16/09/2021**.
- The Upper Age Limit may be relaxed as follows:

Category	Age Relaxation	
	System Officer	System Assistant
Unreserved Candidates	-	-
Reserved Candidates (of Gujarat Origin ONLY)	ST/SEBC - 5 Years	ST/SEBC/EWS - 5 Years
Women Candidates	05 Years	
Differently Abled Persons (PH)	10 Years	
Ex-Servicemen	Actual service rendered + 3 Years	
Employees working in the Subordinate Courts or any other High Court	05 Years <b>OR</b> to the extent of equal number of years for which service has been put in by him/her, whichever is less.	

3. 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 16/09/2021 [i.e Last Date for submitting the Online Application].

**3. RESERVATION :**

**i. For the post of System Officer :**

Reservation for Scheduled Tribes, Socially and Educationally Backward Classes, Women and Ex-Servicemen shall be in accordance with the prevailing policies of the State Government.

**ii. For the post of System Assistant :**

Reservation for Scheduled Tribes, Socially and Educationally Backward Classes, Economically Weaker Sections, Women and Ex-Servicemen shall be in accordance with the prevailing policies of the State Government.

iii. 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.350/-** plus usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.700/-** plus 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) 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 24/08/2021 to 16/09/2021) or Offline (Cash-Challan) (till the Challan Expiry Date) and the same shall **ONLY** 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/calls should be made, to the High Court, on this count.

5. **SCHEME OF EXAMINATION :**

The **Competitive Examinations** 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, which would consist of :

- (a) Elimination Test (Objective type – MCQs) [100 Marks]
- (b) Computer Aided Test [100 Marks]

(a) **Elimination Test:**

- i. The separate **Elimination Test (Objective Type-MCQs)**, for both the posts would be conducted tentatively on 28/11/2021, in different session.
- ii. The Elimination 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. The Language of Question Paper shall be English only (Except the questions in Gujarati Language).

iii. The Syllabus for the Elimination Test shall be as follows :

- Computer Knowledge
- General Knowledge
- English Language
- Numerical & Mental Ability
- Analytical & Reasoning Skills
- Current Affairs
- Gujarati Language

iv. The Elimination Test shall be administered through an O.M.R. Sheet or any other mode as may be decided by the High Court and O.M.R. Sheets shall be evaluated by O.M.R. Sheet Scanning Machine and therefore, re-evaluation/rechecking/reassessment of O.M.R. sheets shall not be entertained by the High Court. In view of the present scenario of COVID-19 pandemic, the High Court may conduct the Elimination Test in any other mode including Online Computer Based Examination.

v. Candidate shall have to secure minimum 50% Marks in Elimination Test.

vi. Marks obtained in the Elimination Test, shall not be considered for determining the merits, for preparing the Final Merit List.

vii. In case, large number of Candidates qualify in the Elimination 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. Computer Aided Test.

**(b) Computer Aided Test:**

i. The candidates securing minimum 50% Marks in the Elimination Test, shall be eligible for being called for Computer Aided Test of 100 Marks with 2 hours duration. The separate Computer Aided Test, for both posts would be conducted tentatively in January, 2022, in different sessions.

ii. Syllabus for the Computer Aided Test :

- **For the post of System Officer:**
  - (a) Fundamentals of Computer
  - (b) Fundamentals of Networking (Internet & Intranet)
  - (c) Linux & Windows Operating System
  - (d) Trouble Shooting
  - (e) Language (PHP/JAVA/HTML)
  - (f) Database (MYSQL, PostgreSQL)

➤ **For the post of System Assistant:**

- (a) Fundamentals of Computer
- (b) Fundamentals of Networking (Internet & Intranet)
- (c) Linux & Windows Operating System
- (d) Hardware Trouble Shooting

6. **SELECTION PROCEDURE :**

- (a) The **Select List & Wait List** will be prepared on the basis of Marks obtained by the Candidates in the **Computer Aided Test**.
- (b) For being eligible to be included in the Select List/Wait List, a Candidate shall have to secure minimum 40% Marks in the Computer Aided Test.
- (c) The Wait List would not consist of more than 20% of the category-wise Notified Vacancies and shall be operated during the validity period of the Select List/Wait List.
- (d) 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 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.
- (e) Any Candidate who does not accept the offer of appointment within time-limit, shall lose his/her right for appointment and the High Court shall operate the Select List / Wait List, as the case may be.
- (f) The High Court reserves the right to adopt appropriate method of short-listing the Candidates at any stage.
- (g) 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 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 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 (15 kb)** and **signature** having **2.5 c.m. of height and 7.5 c.m. of width (15 kb)** in **jpg format** in two separate files, 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/202122/93/1111). 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 one by one 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 of 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. Select the Mode of Payment i.e. Online Payment or Offline (Cash-Challan will be generated Online, by the 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 24/08/2021 to 16/09/2021**) 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 **'Print Out'** of his/her **'Confirmed Application'** by clicking **'Print Application'** Tab of 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.
- (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 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 Scheduled Caste (SC) & Economically Weaker Sections (EWS) Categories for the post of System Officer and Scheduled Caste (SC) category for the post of System Assistant, shall ONLY be entitled for relaxation in Examination Fees only.*

- (b) The Candidate who has **successfully submitted CONFIRMED Online Application and paid the requisite Examination Fees**, shall only be eligible for appearing at the Elimination Test/Computer Aided 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 Elimination Test/Computer Aided 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 Elimination Test/Computer Aided Test.
- (d) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Elimination Test/Computer Aided Test, 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 and/or 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 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 the 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 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.
- (j) **ONLY** after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination shall be available to each Candidate except Candidate(s) disqualified at either of the Examination Stage, by providing a link to a webpage 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 alongwith 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'** 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 & Essential Educational Qualification as stipulated in Para 2(A) above and Certificate of Experience as per Para 2(B).
  - (iv) **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.
  - (v) 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 provisions prescribed by the State Government.
  - (vi) 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.
  - (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) **Original Certificates** from Two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying his/her good moral character (*to be issued in last 6 months*).
  - (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 Para 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 the Candidates.

High Court of Gujarat,  
Sola, Ahmedabad.  
Date : 21/08/2021

Sd/-  
Registrar (Recruitment & Finance)