

HIGH COURT OF GUJARAT

AT SOLA, AHMEDABAD – 380 060.

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

ADVERTISEMENT NO. RC/B/1304/2020 (EST-II)

**DIRECT RECRUITMENT TO THE POST OF ENGLISH STENOGRAPHER GRADE-II
ON THE ESTABLISHMENT OF THE HIGH COURT OF GUJARAT**

Starting date for submitting Online Application	20/04/2021 (12:00 hours)
Closing date for submitting Online Application	04/05/2021 (23:59 hours)
TENTATIVE SCHEDULE	
Stenography Test / Skill Test	27/06/2021 (I st Session)
Written Test (Objective Type – MCQs)	27/06/2021 (II nd Session)

The High Court of Gujarat invites ‘**Online Application**’ from eligible candidates for filling up **09 vacancies of English Stenographer Grade-II**, in the **Pay Matrix of Rs.39,900-1,26,600/-** plus usual allowances 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 Ex-Serviceman	PH
	General	SC	ST	SEBC	EWS	General	SC	ST	SEBC	EWS		
09	03	-	03	03	-	01	-	01	01	-	01	-

Note :

- The Candidates belonging to SC & EWS Categories 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 relaxation in Examination Fees only.**
- 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. 04/05/2021}****(a) Essential Qualification :**

- Graduate** from recognized University.
- Speed of **100 words per minute in English Short Hand.**
- 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 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 **04/05/2021**.

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

Category	Age Relaxation
Unreserved Candidates	-
ST/SEBC Candidates (of Gujarat Origin ONLY)	05 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 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 **04/05/2021** [i.e Last Date for submitting the Online Application].

3. RESERVATION :

- (a) Reservation for various Categories and Classes with respect to Scheduled Tribes, Socially and Educationally Backward Classes 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, Physically Disabled Persons (PH), Ex-Servicemen and Economically Weaker Sections (EWS)** shall be required to pay Fees of **Rs.250/-** plus usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.500/-** 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 20/04/2021 to 04/05/2021) 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) Stenography/Skill Test [70 Marks]
- (b) Written Test (Objective Type-MCQs) [30 Marks]

(a) Stenography/Skill Test :

(Tentatively scheduled on 27/06/2021 – Ist Session)

- i. The Stenography/Skill Test for Speed of 100 words per minute in English Shorthand / Stenography, would be of 70 Marks [Duration : 06 Minutes (Dictation - 2 Paragraphs, each of 3 minutes)] with Transcription time of 40 Minutes.
- ii. The 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 50% Marks in Stenography/Skill Test.

(b) Written Test (Objective Type-MCQs) :

(Tentatively scheduled on 27/06/2021 – IInd Session)

- i. The Written Test (Objective Type-MCQs) would be of **30 Marks** (Duration : 45 Minutes), each Question of 1 Mark.
- ii. Syllabus for Written Test : General Knowledge, General English, Current Affairs, Numerical & Mental Ability etc.
- iii. Candidate shall have to secure minimum 50% Marks in Written Test.

- iv. The Written Test (Objective Type-MCQs) shall be administered through an O.M.R. Sheet and shall be evaluated by OMR Sheet Scanning Machine and therefore, request for re-evaluation/rechecking / reassessment of O.M.R. Sheet shall not be entertained by the High Court.

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 and Written 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 for 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 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/202122/87/1111). 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 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 '**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 : Candidate belonging to SC & EWS Categories, shall ONLY be entitled for relaxation in Examination Fees.

- (b) The Candidate who has **successfully submitted CONFIRMED Online Application and paid the requisite Examination Fees**, shall only be eligible for appearing at the Stenography Test / Written 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 Stenography Test / Written 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 Stenography Test / Written Test.
- (d) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Stenography Test/Written 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 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 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.
- (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 & Eligibility Criteria as stipulated in Para 2 (a) & (b) above.
 - (iv) Certification showing the requisite **Speed in English Stenography**.
 - (v) Certificate of Basic Knowledge of Computer as per Para 2 (b).
 - (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 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.Ps., 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 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 : 19/04/2021

Sd/-
Registrar (Recruitment & Finance)