

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)
KOHIMA BENCH
Website: www.kohimahighcourt.gov.in

ADVERTISEMENT.

No. HC(N)3/2014/Estt/525

Dated Kohima.08th May, 2018

1. Applications are invited from the citizens of India as defined in Article 5 and 6 of the Constitution of India for filling up the following vacant posts in the establishment of Gauhati High Court, Kohima Bench, Kohima, Nagaland. Reservations would be as per existing rules. Last date for submission of application is 30.5.18 till 5.00 pm.

Sl. No	Description of post	Pay	No. of Posts.
1	Sr. Personal Assistant/ Stenographer Grade-II	PB 2: Rs.9,300-34,800 with Grade pay of Rs. 4,200	2
2	Chauffeur/ Driver	PB 2: Rs.5,200-20,200 with Grade pay of Rs. 1,800	3
3	Chef / Cook	PB 2: Rs.4,400-17,200 with Grade pay of Rs. 1,300	1
4	Sanitation Attendant	PB 1: Rs.4,400-17,200 with Grade pay of Rs. 1,300	1
	Total Posts		7(Seven)

2. AGE:-

Category wise age limits for the posts, as on date of advertisement, will be as under:-

Sl. No	Category	Minimum age	Maximum age
1	General (including OBC/MOBC and all others)	18	38
2	SC	18	43
3	ST (P) & ST (H)	18	43
4	PWD	18	48

3. Eligibility for the post of SENIOR PERSONAL ASSISTANT/ STENOGRAPHER-II:

Graduate from a recognized university along with Diploma Certificate in Stenography / Shorthand in English with minimum speed of 100 words per minute in shorthand and 40 wpm typing speed on a computer. Due weightage will be given to a Law Graduate.

4. Eligibility for the post of Driver:

The candidates must possess the educational qualification of Class –VIII standard, and those who have passed HSSLC or above shall **not be eligible** to apply for the post. Candidates possessing special skills may be given preference on need basis. He or She must be holder of professional driving licence.

5. Eligibility for the posts of Sanitation Attendant, Chef/Cook :

- (i) Candidate must possess the minimum educational qualification of Class-VIII standard and those who have passed HSSLC or above shall **not be eligible** to apply for the said posts. Candidates possessing special skills may be given preference on need basis.

6. **SELECTION PROCESS :**

(i) **Sr. Personal Assistant /Stenographer Grade-II (2 vacancies)**

1: Stenography Test (Dictation and transcription)	90 marks
2: English Language Proficiency (Qualifying in nature)	50marks(1 hour)
3: Viva voce / Interview	10 marks
Grand Total	150 marks

Sl. No.	Description	Marks/ Duration
Stenography Test		
1.	Voice testing before dictation	2 Minutes
2.	Speed test in shorthand at a speed of 100 words per minute (Duration 7 minutes) [700 words]	90 Marks
3	Time to be given to the candidates for testing the computer	3 Minutes
4.	Time for transcription of the dictated portion in computer	20 Minutes
English Language Proficiency Test.		
<p>The test on English Language Proficiency will be of qualifying nature and marks obtained therein will not be considered while preparing the final select list. Candidates must secure 20 or above marks out of 50 in the proficiency test. The test will be of 1 hour duration on OMR answer scripts and the same shall contain questions on General English (50 questions). For every correct answer, the candidate will be awarded 1 (one) mark. There will be no negative mark for wrong answer.</p>		

	Viva-voce	
	<p>Thereafter, subject to obtaining the qualifying marks in the English Proficiency Test, the candidates equal to 3 times of the number of vacancies (1:3) in order of merit in the Stenography Test will be called for viva-voce and verification of original testimonials.</p> <p>On the basis of the sum total of marks obtained in Stenography Test and viva-voce the final select list will be prepared.</p>	

Where more than one candidate obtain same sum total marks (marks of Stenography Test and viva-voce), the candidate who obtains more marks in the Stenography Test will get preference. Where the marks obtained by such candidates in the Stenography Test are also same, the candidate who is senior in age will get preference.

The Gauhati High Court reserves the right to fix/alter cut off marks in the Stenography Test & English Language Proficiency Test.

(ii) Chauffeur/ Driver (3 vacancies)

The scheme for selection is as follows:

- a. **Driving Test:** The driving test will be on the segments, namely, Starting, Driving, Parking, After Driving and Road Sign Recognition (10 marks for each segment, total 50 marks).
- b. **Viva- voce:** 10 marks.

Candidates shall be called for the viva-voce in the ratio of 1:5 from the rank wise list of marks of the driving test. The Gauhati High Court reserves the right to fix cut off marks in the Driving Test.

7. **Selection Process for the posts of Sanitation Attendant & Chef/Cook will be notified in due course.**

8. **HOW TO APPLY:**

- I. Candidates are first required to go to the website www.kohimahighcourt.gov.in, download and take printout of the "Advertisement & Application Form". Candidates are advised to go through the advertisement carefully before filling up the form.
- II. Candidates shall fill the Application Form and paste his/her recent passport sized coloured photograph in the given space of the application form and shall sign across the photograph. **Four copies** of the same photograph should be stapled in the top right corner of

the application form and the candidate should write his/her name on the reverse of the stapled photographs. The envelope containing the application form should be super scribed as "APPLICATION FOR THE POST OF (write name of the post) " and the same should be addressed to "The Registrar, Gauhati High Court, Kohima Bench, Kohima, Nagaland, PIN- 797001."

- III. The envelope containing the application form along with other relevant documents should be dropped in the DROP BOX labelled as "DROP BOX OF APPLICATIONS FOR THE POSTS, STENOGRAPHER GRADE-II, DRIVER, Sanitation ATTENDANT, CHEF/COOK FOR Kohima BENCH" kept in the precinct of the Kohima Bench of Gauhati High Court, Kohima, Nagaland.
- IV. Applicants intending to apply for more than one post should submit separate application form, documents and IPOs and in separate envelop.
- V. Applications can also be sent to the above address by post, which should reach the given address on or before the last date of submitting application. Applications received after the last date will be summarily rejected. The High Court shall not be liable for any postal delays.
- VI. Applications submitted in any other mode, except as indicated, will be summarily rejected without any communication.
- VII. The list of the candidates, with allotted Roll Nos. will be published on high court website for reference of the candidates in due course.

9. FEES

Indian Postal Order (IPO) of Rs. 200/- (rupees two hundred) only for General (including OBC/MOBC and all others) candidates, Rs. 100/- (rupees one hundred) only in case of Scheduled Caste/ Scheduled Tribe candidates, payable to Registrar, Gauhati High Court, Kohima Bench, Kohima, Nagaland. The same should be enclosed with the application form.

Applicants claiming reservation as persons with disability need not pay fees.

10. APPLICATION FORMS.

Application forms have been made available along with this advertisement in the official website of the Gauhati High Court, Kohima Bench, Kohima, Nagaland. www.kohimahighcourt.gov.in.

Applicants claiming reservation as Persons with disability (PWD) are to submit the certificate as per the format enclosed with the advertisement (**Annexure-A**), at appropriate stage.

11. TERMS AND CONDITIONS :

- I. Furnishing of incorrect information in the application form will entail disqualification and other consequences, at any stage even after appointment.

- II. Mere satisfying the eligibility criteria will not entitle a candidate to be called for the written examination/ skill test/ interview etc.
- III. Candidates who are already in Government service shall have to produce "**No Objection Certificate**" from his/her employer.
- IV. The certificate for claim of reservation must be issued by the competent authority.
- V. Any person, who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall not be eligible for appointment.
- VI. The candidates will have to appear in the written test/stenography test/ interview/ etc. as and when called for on such date, time and venue as may be notified in due course. No TA/DA will be paid to the candidates for that purpose.
- VII. Admission of candidates at all stages of the selection process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time before or after the selection process, it is found that a candidate does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any notice. Mere calling of candidates to written examination / stenography test/ interview etc. and mere issuance of admit card/ call letter etc. does not necessarily mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and Gauhati High Court reserves the right to reject the candidature of any candidate at any subsequent stage.
- VIII. The High Court may decide not to issue admit card/ letter etc. to the candidates individually and may decide to call candidates to written examination/ stenography test/ interview etc. by publishing a notification in the official website of the Itanagar Bench and notice board of the High Court, Kohima Bench. Hence the candidates are advised to regularly check the website of the High Court, Kohima Bench for the latest updates.
- IX. The High Court reserves the right to cancel the advertisement, alter/ modify or change any terms and conditions including selection process etc. spelt out in the advertisement.
- X. Candidates are advised for their own interest to regularly visit the High Court website for update and information.
- XI. All other matters which are not specifically provided herein shall be as decided by the High Court.



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Registrar, Gauhati High Court
Kohima Bench, Nagaland.

ANNEXURE I

NAME & ADDRESS OF THE INSTITUTE / HOSPITAL

Certificate No. _____

Date _____

DISABILITY CERTIFICATE

Recent Photograph
of the candidate
showing the
disability duly
attested by the
Chairperson of the
Medical Board.

This is certified that Shri / Smt / Kum _____
w/ wife/daughter of Shri _____ age _____
: _____ identification mark(s) _____ is suffering from
permanent disability of following category:

Locomotor or cerebral palsy:

- (i) BL-Both legs affected but not arms.
- (ii) BA-Both arms affected (a) Impaired reach
(b) Weakness of grip
- (iii) BLA-Both legs and both arms affected
- (iv) OL-One leg affected (right or left) (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (v) OA-One arm affected (a) Impaired reach
(b) Weakness of grip
(c) Ataxic
- (vi) BH-Stiff back and hips (Cannot sit or stoop)
- (vii) MW-Muscular weakness and limited physical endurance.

Blindness or Low Vision:

- (i) B-Blind
- (ii) PB-Partially Blind

C. Hearing impairment:

- (i) D-Deaf
- (ii) PD-Partially Deaf

(Delete the category whichever is not applicable)

2. This condition is progressive / non-progressive / likely to improve / not likely to improve. Re-assessment of this case is not recommended / is recommended after a period of _____ years _____ months.*

3. Percentage of disability in his/her case is percent.

4. Sh./Smt./Kum.....meets the following physical requirements for discharge of his/her duties:-

- | | |
|--|--------|
| (i) F-can perform work by manipulating with fingers. | Yes/No |
| (ii) PP-can perform work by pulling and pushing. | Yes/No |
| (iii) L-can perform work by lifting. | Yes/No |
| (iv) KC-can perform work by kneeling and crouching. | Yes/No |
| (v) B-can perform work by bending. | Yes/No |
| (vi) S-can perform work by sitting. | Yes/No |
| (vii) ST-can perform work by standing. | Yes/No |
| (viii) W-can perform work by walking. | Yes/No |
| (ix) SE-can perform work by seeing. | Yes/No |
| (x) H-can perform work by hearing/speaking. | Yes/No |
| (xi) RW-can perform work by reading and writing. | Yes/No |

(Dr. _____)
Member
Medical Board

(Dr. _____)
Member
Medical Board

(Dr. _____)
Chairperson
Medical Board

Countersigned by the
Medical Superintendent / CMO/Head of
Hospital (with seal)

*Strike out which is not applicable.

Advertisement to be published in the local newspaper

Examination Notice

THE GAUHATI HIGH COURT
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM
AND ARUNACHAL PRADESH)

Applications are invited from eligible candidates for filling up 2(two) posts of Sr. **Personal Assistant/Stenographer** Grade-II, 3(three) posts of **Driver**, 1(one) post of **Chef/Cook** and 1(One) post of **Sanitation Attendant** in the Kohima Bench of the Gauhati High Court, Kohima, Nagaland. Details are available in the website of the High Court at www.kohimahighcourt.gov.in

Sd/-
Registrar
Gauhati High Court, Kohima Bench

THE GAUHATI HIGH COURT AT GUWAHATI
[THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH]

(Advertisement dated _____)
APPLICATION FORM

Paste one
passport sized
coloured
photograph here
and sign across
the same.

POST APPLIED FOR : _____

1. Name (IN BLOCK LETTERS):
2. Gender (Male/Female/Third Gender):
3. Category (SC/ST (P)/ST (H)/OBC/MOBC)
Enclose self-attested photocopy of certificate:
4. Whether PWD (Person with Disability)?
If yes, describe nature of disability;
5. Father's name:
6. Mother's name:
7. Date of birth (as per HSLC/School Certificate/birth certificate):
8. Age as on the last date of submission of application:
(Enclose self-attested photocopy of Birth Certificate/HSLC/School certificate)
9. Nationality:
10. Whether married? If yes, whether more than one spouse living:
11. Spouse Name (in case of married candidates):
12. Educational Qualifications (Enclose self- attested photocopies):

Sl. No.	Exam Name	Year of passing	School/College/University	Board/Council/University	Division/Class	Percentage
1						
2						
3						
4						
5						

13. Stenography /Typing Certificate etc.(if applicable for the post applied):
(Enclose self-attested photocopies of certificates)
14. Mention work experience/ special skill, If any:
(Enclose certificate)

15. Special or other qualifications, if any:
16. Address for Correspondence:
17. Permanent Address:
18. Is any FIR/Complaint/Criminal Case pending against you in any police station/court ? (if yes, give details):
19. Have you ever been convicted in a criminal case? (if yes, give details):
20. Whether you have ever been terminated from service and / or whether any disciplinary proceeding had ever been initiated against you? If yes, Give details):
21. Have you ever been debarred from any examination? (if yes, give details):
22. Whether income tax assessee? If so, PAN/GIR No., If any:
23. Telephone/Mobile No.:
24. E-mail id (if any):
25. IPO (Indian Postal Order) No.:
(Enclose the IPO)

Declaration: I have read the advertisement carefully before filling up the form. I hereby affirm and state that the abovementioned information is true and correct to the best of my knowledge and belief.

Place & Date:

Signature of the candidate.