

HIGH COURT OF GUJARAT

AT SOLA, AHMEDABAD - 380 060.

Websites : www.gujarathighcourt.nic.in AND <http://hc-ojas.guj.nic.in>

ADVERTISEMENT NO. RC/B/1304/2017

Starting date for submission of On-line Application	01/09/2017 (12:00 hours)
Closing date for submission of On-line Application	30/09/2017 (23:59 hours)
TENTATIVE SCHEDULE	
Elimination Test	03/12/2017
Main Written Examination	February/March 2018

The High Court of Gujarat invites 'On-line Recruitment Applications', from eligible candidates for filling up **46 Posts of Deputy Section Officer, in the Pay Matrix of ₹39,900-₹1,26,600 (Pre-revised Pay Scale of ₹9300-₹34800/- with Grade Pay of ₹4400/-)**, on the establishment of the High Court of Gujarat, by Direct Recruitment.

1. CATEGORY-WISE VACANCIES :

Sr. No.	Category	Vacancy
1.	General	20
2.	Scheduled Caste (SC) *	-
3.	Scheduled Tribe (ST)	19
4.	Socially & Educationally Backward Class (SEBC)	07
5.	Physically Disabled Persons (PH) / (Differently Abled Persons)**	-
Total Vacancies →		46

Note :

- * The Candidates belonging to SC Category can apply against Unreserved Category and the criteria meant for the Unreserved Category will be applicable to them. However, they will be entitled for relaxation in Fees.
- ** Only Differently Abled Persons belonging to Orthopedically Handicapped (Locomotor Disability) Category can apply for the said post, in view of the nature of job and in view of proviso to Section-34 of 'The Right to Persons with Disabilities Act, 2016.'
- The High Court reserves its rights to adjust/alter the number of vacancies notified.

2. ELIGIBILITY CRITERIA :

[as on the Last Date for submitting Online Application i.e. **30/09/2017**] :

(A) Essential Educational Qualification :

- (a) Graduate from recognized University.
 (b) 10th or 12th Standard Examination Passed with English as one of the Subject.

(B) Computer :

A Candidate must possess besides the prescribed qualifications:

- (i) CCC / CCC+ level Certificate, or;
 (ii) Should have Degree/Diploma from any recognized University/Educational Institution with computer as one of the Subjects, or;
 (iii) Should have passed SSC or HSC examination from recognized School Board with Computer as one of the Subjects, or Courses prescribed by the Government.

(C) Age Limit :

- (i) A Candidate applying to the said posts, 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 **30/09/2017**.
- (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) **Relaxation of 5 years** in upper age limit shall be admissible to the candidates belonging to the Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Person (PH) and Ex-Servicemen.

Sr. No.	Category	Born between (inclusive both days)	
1.	General	30/09/1982	30/09/1999
2.	ST/SEBC/PH/Ex-Servicemen	30/09/1977	30/09/1999
3.	Candidate working in Subordinate Courts of the State of Gujarat or any other High Court	As per sub-clause 2(C)(ii) above	

3. RESERVATION :

- (a) The Reservations for various Categories and Classes [i.e. Scheduled Caste, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Persons (having locomotor disability)], shall be in accordance with the prevailing policies of the State Government as per Rules.

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

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

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Differently Abled Persons (PH) and Ex-Servicemen** shall be required to pay Fees of **₹250/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **₹500/-** plus the usual Bank Charges via **“Print Application / Pay Fee”** Button through **SBI e-Pay**, provided on the webpage of HC-OJAS Portal- <http://hc-ojas.guj.nic.in>.
- (b) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment **i.e. Online Payment or Cash-Challan (Offline)** (Challan will be generated Online at SBI e-Pay Website).
- (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.
- (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.
- (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 01/09/2017 to 30/09/2017) 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 accepted.
- (i) Fees once paid, shall **NOT be Refunded OR shall NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.

5. **SCHEME OF EXAMINATION :**

The Competitive Examination shall consist of :

- | | |
|---|-------------|
| (A) Elimination Test (Objective Type- MCQs) | [100 Marks] |
| (B) Main Written Examination | [100 Marks] |

(A) Elimination Test (Objective Type-MCQs) [100 Marks]

- (i) Question Paper of Elimination Test shall consist of **100** Multiple Choice Questions (MCQs), each of **1 Mark**. For every wrong / multiple answer, there shall be **Negative Marking of 0.33 Marks**. Language of the Question Paper shall be **English** only. However, **25 Questions** will be in **Gujarati** for the Section on **Gujarati Language**. Duration of the Elimination Test shall be **02 (Two) Hours**.

Syllabus of Elimination Test :

- a. General Knowledge
 - b. Indian History and Geography
 - c. Sports
 - d. Current Affairs
 - e. Arithmetic / Mathematics
 - f. Analytical Reasoning
 - g. Mental Ability
 - h. Computer Knowledge
 - i. English Language
 - j. Gujarati Language
- (ii) Candidates belonging to Reserved Categories, i.e. ST, SEBC & Differently Abled Person (PH), shall have to secure minimum 45 Marks and all the other Candidates shall have to secure minimum 50 Marks in the Elimination Test and only those qualifying, shall be called for Main Written Examination.
- (iii) The Elimination Test will be conducted either at Ahmedabad or at any District place/places as may be decided by the High Court, depending upon the number of Candidates applying.
- (iv) In case, large number of Candidates qualifying 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. Main Written Examination.
- (v) Marks obtained in the Elimination Test (Objective Type) will not be considered for determining the merits, for preparing the Final Merit List.
- (vi) The Objective (MCQ) Elimination Test shall be administered through an OMR Sheet and shall be evaluated by OMR Sheet Scanning Machine and therefore, evaluation, rechecking/ reassessment of OMR Sheets, will not be entertained by the High Court.

- (B) Main Written Examination [100 Marks] :** (to be conducted tentatively in the month of **February/March, 2018**) (**Duration : 03 Hours**)

- (i) The Main Written Examination will comprise of Two Parts, viz. :
- a) Part A – General English [50 Marks]
b) Part B – General Knowledge [50 Marks]
- (ii) **Language of Question Papers of Main Written Examination** shall be English. Answer to Questions in the Main Written Examination shall be given in **English Language**. However, Answers with respect to ‘Translation’ or otherwise required to be given in Gujarati, shall invariably be answered in **Gujarati Language**.
- (iii) The Main Written Examination will be conducted either at Ahmedabad, or at any District place/places as may be decided by the High Court depending upon the number of Candidates, for which the Candidates will have to make their own arrangements, for taking the Examination.

6. **PREPARATION OF SELECT LIST & WAIT LIST :**

- (a) The **Select List & Wait List** shall be prepared on the basis of Marks obtained by the Candidates in the **Main Written Examination**.
- (b) For being eligible to be included in the Select List, Candidates shall have to obtain minimum **40% Marks in aggregate** in the Main Written Examination.
- (c) The High Court reserves the right to adopt appropriate method of short-listing the Candidates at any stage.
- (d) The **Wait List** would consist of **not more than 20%** of the number of Candidates placed in the **Select List** and shall be operated only in case of non-joining of Candidate(s) or cancellation of candidature of Candidate(s) due to any reason, from amongst the Candidate(s) enlisted in the Select List.
- (e) 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.
- (f) 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 the Select List / Wait List, as the case may be.

- (g) The **Select List & Wait List** shall be published on **High Court website as well as on 'HC-OJAS' website**, and/or through any other mode, as may be decided by the High Court.

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.

8. **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 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 after 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 '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 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/201718/1/11111). 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 in 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) Thereafter, the Candidate should ensure that he/she receives a System generated **'SMS'** conveying his/her Confirmation Number, on his/her 'registered' Mobile Number.
- 9) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the conclusion of the Recruitment Process.
- 10) 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 01/09/2017 to 30/09/2017) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed Online Application shall be considered as **VALID**.

- 11) 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.
- 12) **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 On-line. **No other mode** of Application or incomplete Application(s) shall be accepted 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) General Candidate(s) born **before 30/09/1982 &** the candidates belonging to Reserved Categories [ST/SEBC/PH (only Orthopedically disabled)/Ex-Serviceman] and candidates working in Subordinate Court & any other High Court born **before 30/09/1977, as the case may be**, shall not be eligible to apply.
- (b) Benefit(s) of **Relaxation** in Upper Age Limit / Examination Fees / Reservation shall be granted to the Candidates belonging to Reserved Categories i.e. SC/ST/SEBC/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 SC category, shall only be entitled for relaxation in Examination Fees.
- (c) 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 /Main Written Exam, subject to their qualifying therefor.

- (d) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Elimination Test / Main Written Exam, shall be final. No candidate, to whom **Call Letter** has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Elimination Test / Main Written Examination.
- (e) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Elimination Test / Main Written Exam and for Verification of Original Documents, if called for, at the place and time that may be decided by the High Court.
- (f) Candidate shall be **required to download** his/her **Call-letter** from the website-**<http://hc-ojas.guj.nic.in>**, during the Preceding Week, by using **Advertisement No.**, his/her **Confirmation No.** and **Date of Birth**, for appearing at the respective Examination and the same may be communicated at the relevant time, through **Press-Note/Brief Advertisement and/or vide 'SMS'** on the Mobile Number registered in the 'On-line Application', of the candidate concerned.
- (g) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS portal, at the relevant time.**
- (h) 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 'Call Letter-cum-Admission Slip'.**
- (i) **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.**

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.

- (j) **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.
- (k) **ONLY** after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination shall be made available to each Candidate, by

providing a link to a webpage on the HC-OJAS website – <http://hc-ojas.guj.nic.in>, with individual password (One-Time Password-OTP) via, SMS on his/her registered mobile number.

- (l) **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.
- (m) The High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (n) 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.
- (o) 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) **‘On-line Application’** alongwith **e-Receipt/Challan**.
 - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
 - (iii) Educational qualifications i.e. **Mark-sheets** and **Certificates** of SSC, HSC, Final Year of Graduation, Post Graduation, as per requirement / applicable.
 - (iv) Requisite Certificate with respect to **Computer** as per Para 2 (B) above.
 - (v) **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.
 - (vi) In case of **Differently Abled (PH)** 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) **Certificates** from Two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (original).
- (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 9(h).

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

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 : 30/08/2017**

**Sd/-
Registrar (Recruitment & Finance)**