

HIGH COURT OF GUJARAT,**Sola, Ahmedabad : 380 060.**Website : www.gujarathighcourt.nic.in AND <http://hc-ojas.guj.nic.in>**ADVERTISEMENT NO. RC/B/1304/2017****FOR APPOINTMENT OF COURT MANAGERS
(PURELY ON CONTRACT BASIS)**

Starting date for submission of On-line application	01/05/2018 (12.00 noon)
Closing date for submission of On-line application	15/05/2018 (23:59 Hrs.)

Tentative Schedule	
Date of Preliminary Examination	08/07/2018
Viva-voce Test (Oral Interview)	Month of August/ September 2018

The High Court of Gujarat invites ‘**On-line Applications**’, from eligible candidates for filling up **15 posts** of Court Managers for **District Courts** in the State of Gujarat for **the period upto 31/03/2020** & **01 post** for the **State Court Management System Committee** on the establishment of the **High Court of Gujarat**, for the period upto **28/02/2019**, in the first instance, from the date it is filled-in. The details of the Posts, are as under :-

Sr. No.	Name of the post	No. of Posts	Salary per annum	
			1st Year	2nd Year onwards
1	Court Manager	16	Rs. 7,00,000/-	10% incentive for effective work

Note : The Incentive, shall be payable from 2nd year of the contract and onwards, subject to the assessment of the performance, by the High Court, in each case.

1. ELIGIBILITY CRITERIA : [As on the date of Advertisement]

(A) Educational Qualification :

A Candidate having following Qualifications, will be eligible :

Masters Degree in Business Administration/Advance Diploma in General Management :

- with minimum **55% marks** (or equivalent in Cumulative Grade Point System of marking), from any University in India or any Institution recognized by the University Grants Commission.

(B) Acquaintance of vernacular Language :

The Court Managers' job would entail perusing and researching various documents/papers in the vernacular language. A Court Manager shall therefore, have to be acquainted with the vernacular Language, **i.e. Gujarati.**

(C) Age Limit :

A candidate, for appointment to the post of Court Manager, shall be of Minimum age of **25** years as on the date of advertisement i.e. on **27/04/2018.**

2. PREFERABLE :

- (a) 5 years' Experience/Training in Systems and Process Management; I.T. Systems Management, HR Management, Financial Systems Management
- (b) Excellent people skills;
- (c) Excellent communication skills;
- (d) Excellent computer application skills.

3. RESERVATION :

Reservation policy **shall not apply**, as the appointments are on 'Purely Contractual Basis'.

4. TENURE :

- (a) All appointments to the posts of Court Managers, shall be purely on '**Contract basis**', which may be terminated any time without any prior notice.
- (b) **(1) The tenure of 15 posts of Court Managers for District Courts in the State of Gujarat is upto 31/03/2020, however it may be extended by renewal of contract every year upon satisfactory performance of Court Manager concerned and subject to the extension of tenure by the Government.**
(2)The tenure of 01 post of Court Manager for State Court Management System Committee on the establishment of the High Court of Gujarat is upto 28/02/2019, in the first instance from the date it is filled in.

Provided that appointment of Court Managers shall be liable to be terminated at any time by the Chief Justice without Notice or any compensation, if his / her services are found to be unsatisfactory or if he / she violates any of the provisions / directions contained in the Draft Rules viz. "Court Manager (Appointment & Service Conditions) Rules, 2010".

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

- (a) All Candidates shall be required to pay Fees of **Rs.1,000/-** 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 01/05/2018 to 15/05/2018**) 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.

6. **DUTIES & RESPONSIBILITIES OF COURT MANAGERS :**

- (a) The Court Manager shall assist the Officers in the District Courts in the respective Judicial Districts/High Court of Gujarat, as the case may be, in administrative functioning of the Courts to enhance the efficiency of the Court Management.
- (b) While performing such function, the Court Manager shall work under the control of the Principal District Judge, in the District Court & of the High Court, as the case may be.
- (c) The incumbent appointed as Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his

knowledge to anyone under any circumstances. Breach of this condition shall make him liable to be removed, forthwith.

- (d) The Court Manager, apart from any other work that may be assigned to him/her by the Principal District & Sessions Judge concerned/ the High Court, may be entrusted with the following responsibilities :-
- (i) He/She shall facilitate to establish the performance standards applicable to the Court, including of Timeliness, Efficiency, Quality of Court performances; Infrastructure; Human Resources; Access to Justice; as well as for Systems for Court Management and Case Management, based on applicable directives of Superior Courts.
- (ii) He/She shall carry out an evaluation of the compliance of the Court with such standards, identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates etc. as specifically set out in the guide-lines of Department of Expenditure, Finance Commission Division, vide No. 32(30)FCD/ 2010 at Annexure – III, as well as the letter dated 27/11/2012 of the Department of Justice, to the Registrar General of all the High Courts.

7. **OTHER CONDITIONS OF SERVICE :**

- (a) Appointment as a Court Manager is a full time assignment and during the period of appointment the Court Manager shall not be entitled to take up any employment, engagement of whatsoever nature either on full-time or on part-time basis.
- (b) The headquarters of the Court Manager shall be the District Court/ the High Court, as the case may be, which he/she shall not leave during working hours of the Court, without permission of the Competent Authority.
- (c) Court Managers shall be entitled to Casual Leave and other Leaves as admissible to Government employees during his/her tenure.
- (d) If a Court Manager is required to leave headquarters as part of duty on official work, he/she may be paid Daily Allowance in addition to actual fare paid for the travel as stipulated in the Government Resolution, Legal Department No.HCT/102004/4015/D, dated 3.5.2007, as may be amended from time to time.
- (e) A Court Manager shall perform his/her duties with due diligence and discipline maintaining confidentiality about all matters and information that he/she may come across during the discharge of his/her duties.
- (f) The assignment as Court Manager shall not confer any right of any employment under the District Courts / High Court or the State Government.
- (g) Court Manager shall abide by such other Rules and Conditions of Service as may be prescribed by the High Court of Gujarat.

- (h) Court Manager shall, upon acceptance of his/her appointment as such, undertake in writing to abide by the Rules and shall, in particular, undertake that he/she shall perform his duties with due diligence and discipline maintaining confidentiality about all the matters and information that he/she may come across during the discharge of his/her duties.
- (i) The post of Court Manager shall be transferable throughout the State of Gujarat.
- (j) The Appointing Authority shall have the prerogative to transfer a Court Manager from one place to another at any time.
- (k) The holder of the post of Court Manager cannot claim lien over any of the Posts in any Service including Subordinate Court Services/State Services.
- (l) Every person appointed to the post of Court Manager shall have to undergo Training, as may be prescribed by the High Court of Gujarat, from time to time.
- (m) Any other Conditions of Service which are not specifically provided for shall be within the absolute discretion of the Chief Justice or the High Court of Gujarat, as the case may be.

8. **SELECTION PROCESS :**

(A) (a) **Preliminary Examination: (Tentatively scheduled on 08/07/2018).**

The Preliminary Examination will be conducted, at Ahmedabad at the Centres (to be decided by the High Court), based on a '**Computer Based (Online) Examination System**', which shall be of **100 Marks (2 hours duration)**, consisting of Multiple Choice Questions (**MCQs**) each of **1 Mark** with **Negative Marking i.e. 0.33 Mark** for each **Wrong** answer given. The Syllabus for such Preliminary Examination shall be as under :

- | | |
|---|-------------------|
| (i) Management related Topics | - 40 Marks |
| 1. Managerial Function | |
| 2. Business Economics | |
| 3. Organisational Behavior & Design | |
| 4. Quantitative Techniques | |
| 5. Research Methodology | |
| 6. Accounting for Managers, Financial Accounting & Financial Management | |
| 7. Human Resource Management | |
| (ii) General Knowledge | - 10 Marks |
| (iii) Computer Skills/Applications knowledge | - 10 Marks |
| (iv) Legal knowledge | - 10 Marks |
| (v) General I.Q. Test | - 10 Marks |
| (vi) English Language | - 10 Marks |
| (vii) Gujarati Language | - 10 Marks |

- (b) The Candidates shall down-load their respective '**e-Call letters-cum-Admission Slips**', from the Websites above mentioned, during the preceding one week of the Preliminary Examination.
- (c) In the Preliminary Examination, **90 Questions** will be in **English language**, whereas the remaining **10 Questions** will be in **Gujarati language**.
- (d) The candidates securing minimum **55% Marks** in the Preliminary Examination, alone shall be eligible for being called for Viva-Voce Test (Oral Interview). However, the marks obtained in the Preliminary Examination, shall **not be taken into consideration** but **the marks obtained in Viva-voce Test** alone, shall be taken into consideration, for preparing the Final Merit List of the candidates.
- (e) In case large number of Candidates, qualify in the Preliminary Examination, the High Court shall restrict the number of Candidates to be called for Viva-voce Test to **3 times** the number of vacancies according to Merit.

(B) Viva voce Test: (likely to be held in the month of August/September)

- (a) Usually the commencement Date for downloading the '**e-Call-letters-cum-Admission Slip**' for **Viva-voce Test** will be the preceding week from the date of the Viva-voce Test. Candidates are required to keep checking the High Court Websites, for noting the 'updates'.
- (b) Viva-voce Test shall be of **100 Marks**.
- (c) Personality, Aptitude and Orientation, Computer Application Skills, People Skills, Communication Skills, Legal Knowledge of a candidate shall be given weightage at the Viva-voce Test (Oral Interview).
- (d) For being eligible to be included in the Select List, the candidate shall have to obtain minimum **50% Marks** in the Viva-voce Test.

9. 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 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, having **more than one wife** living. And, if a woman, has married **a man** already having **another** wife.

10. **HOW TO APPLY :**

- (a) Before filling-up '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 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 Online 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/201718/1/1111). 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 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 to 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 of 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 01/05/2018 to 15/05/2018) 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 an when called for.

- 13) 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.
- 14) A Candidate shall not apply **more than once**, for any reason at all.

11. **GENERAL INSTRUCTIONS:**

- (a) Candidates born after **27/04/1993** shall not be eligible to apply.
- (b) The Candidate who have **successfully submitted CONFIRMED Online Application and paid the requisite Examination Fees**, shall only be eligible for appearing at the Preliminary Examination 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 Examination and/or Viva Voce Test, shall be final. No candidate, to whom **Certificate of Admission** has not been issued by the Recruiting Authority, shall be allowed to appear for the Preliminary Examination and/or Viva Voce Test.
- (d) The candidates shall have to appear **at their own expenses, to-and-fro**, for the Preliminary Examination 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-cum-Admission Slip' 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/ Viva-voce 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.
- (f) The list of eligible 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 letters-cum-Admission Slips'.**
- (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.**

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.

- (i) **Result** of all Examinations / Tests will be made available on the High Court website 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 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.
- (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 High Court reserves the right to adopt appropriate **method of short listing** the candidates at any stage.
- (m) The selected candidates will not be appointed unless the **Medical Authority** specified by the High Court certifies them to be fit to discharge the duties ascribed to the post.
- (n) Candidate should preserve his/her **Application Number** and **Confirmation No.** after submitting Online Application, for future correspondence as well as for downloading the '**e-Call letters-cum-Admission Slips**' for appearing at Preliminary Examination and/ or Viva-Voce.
- (o) Applications which do not comply with the 'Instructions' shall be **summarily rejected**.
- (p) **At present, candidates are not required to send** copies of any testimonials / documents to the High Court. They should produce '**Printout**' of the **Online Application** alongwith following **Original Testimonials** as well as **one set of 'Self-attested' Photo copies thereof and recent passport size colour photograph, at the time of Viva voce**, to be conducted 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) Educational qualifications i.e. **Mark-sheets** and **Certificates** of SSCE, HSCE, Final Year of Graduation, Post Graduation, M.B.A or Advanced Diploma in General Management (All Semesters), Law

- Graduation, Certificate of Work Experience/Training obtained etc. as per requirement/ applicable.
- (iv) **Mark-sheet** and Certificate of DOEACC Examination equivalent for IT/ICT requirements/eligibility, if any.
 - (v) **Government Gazette**, showing change in name/surname etc, if any.
 - (vi) **Certificates** from **Two** Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (Original only to be submitted to High Court).
 - (vii) **Certificates** indicating Excellent People Skills; Excellent Communication Skills; Excellent Computer Application Skills.
 - (viii) In Case of 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.
 - (ix) **Original Identity Proof** as prescribed at 11(g).

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 would be final and binding on all Candidates.

**High Court of Gujarat,
Sola, Ahmedabad.**

Date :- 27/04/2018

**Sd/-
I/c. Registrar (Recruitment & Finance)**

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