

HIGH COURT OF GUJARAT

AT SOLA, AHMEDABAD – 380 060.

Websites: www.gujarathighcourt.nic.in & <https://hc-ojas.gujarat.gov.in>**ADVERTISEMENT NO. HCG/NTA/01/2024/[I]1**

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

TENTATIVE IMPORTANT DATES**Please refer to the Information Bulletin**

The High Court of Gujarat invites ‘**Online Application**’ from eligible candidates for filling up 54 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 :

Actual posts to be filled up	Category-wise breakup of Column No.1					Out of Category wise posts reserved for woman					Reserved posts out of Total Posts for	
	General	SC	ST	SEBC	EWS	General	SC	ST	SEBC	EWS	Ex-serviceman	PH
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
54	23	04	09	13	05	08	01	03	04	02	05	03

Note :

- *As far as Differently Abled Persons are concerned, only the physically disabled candidate with locomotor disabilities are allowed to apply, subject to production of a Medical Certificate of Fitness from Civil Surgeon or Medical Officer or a Medical Board within two months from the date of his/her first appointment, which may be extended for further period upto six months in suitable cases. Further, looking to the nature of job, the Visually Impaired Person will not be allowed to apply.*
- *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] :****a) Essential Qualification :**

- (i) **Graduate** from recognized University.
- (ii) Speed of **100** words per minute in **English Short Hand**.
- (iii) 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.

3. **Age Limit :**

- a) 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.
- b) The Upper Age Limit may be relaxed as follows:

Category	Age Relaxation
Unreserved Candidates	-
SC/ST/SEBC & EWS 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 District 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.

- c) 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 the Last Date for submitting the Online Application.

4. **RESERVATION :**

Reservation for various Categories and Classes [i.e. Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Physically Disabled Persons, Women, Ex-Servicemen & Economically Weaker Sections (EWSs)], shall be in accordance with the prevailing policies of the State Government.

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

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

Please refer to the Information Bulletin

6. SCHEME OF EXAMINATION :

The **Competitive Examinations** shall consist of :

- (a) Main Written Test (Descriptive-Type) [40 Marks]
 (b) Stenography/Skill Test [40 Marks]
 (c) Viva-voce Test (Oral Interview) [20 Marks]

(a) Main Written Test (Descriptive-Type) :

- (i) The Main Written 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.

Total Marks	40
Duration	Approx. 90 Minutes
Language of Question Paper	English
Syllabus	Essay, Letter Writing, Precise Writing and other related Question to test the English Language & Grammar.
Qualifying Standard	Candidates shall have to secure Minimum 50% in the Main Written Test to qualify to be called for Stenography/Skill Test.

(b) Stenography/Skill Test :

- (i) Stenography/Skill Test for Speed in English Shorthand/ Stenography, would be of 40 Marks. The particulars thereof, are as follow:

Duration of Dictation per Passage	Total Passages	Speed of Dictation	Words per Passage	Total Transcription Time
4 minutes	2	100 w.p.m.	400	50 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.

(c) **Viva-voce Test (Oral Interview):**

- (i) Viva-voce Test shall be of 20 Marks.
- (ii) For being eligible to be included in the Final Merit List, the Candidate shall have to obtain minimum 50% Marks in the Viva-Voce Test (Oral Interview).

7. **SELECTION PROCEDURE :**

- (a) The **Select List** will be prepared on the basis of **Aggregate Marks** obtained by the Candidates in the **Main Written Test, Stenography / Skill Test and Viva-voce Test**.
- (b) The Select List shall remain in force until the vacancies advertised are filled-up or for the period of **1 (One) Year** from the date of its publication, whichever is earlier.
- (c) Any Candidate who does not accept the offer of appointment within the specified time-limit, **shall lose his/her right for appointment**.
- (d) The **Select List** will be **published on High Court website** as well as on **HC-OJAS websites**, and/or through any other mode, as may be decided by the High Court.

8. **DISQUALIFICATION FOR APPOINTMENT :**

Please refer to the Information Bulletin

9. **HOW TO APPLY :**

Please refer to the User Manual - How To Apply

10. **GENERAL INSTRUCTIONS :**

- (a) **Please refer to the Information Bulletin**
- (b) 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 '**Online Application**'.
 - (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, as and when called for.
- (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 in the Information Bulletin.
11. **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.**
12. **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 : 22/05/2024

Sd/-
Registrar (Recruitment)