

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

**KOHIMA BENCH**

Website: [www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in)

**ADVERTISEMENT**

No. HC(K) 3/2014/Estt

Dated Kohima 23/02/2017

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 Registry of Gauhati High Court, Kohima Bench, Kohima, Nagaland. Reservations would be as per existing Rules. Last date for submission of application is 18.03.17 till 5.00 pm.

Sl. No	Description of post	Pay	No. of Posts
1	Private Secretary (Stenographer Grade-I)	Rs. 15600 – 39100/- with Grade pay of Rs. 5700/- PM	1 (one)
2	Judicial Assistant	Rs. 9300 – 34800/- with Grade pay of Rs. 4200/- PM	2 (two)
	Total		3 (three)

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 Private Secretary (Stenographer Grade-I):**

Graduate from a recognized University along with a Diploma/Certificate in Stenography / Shorthand in English with minimum speed of 120 words per minute in shorthand & 50 wpm typing speed on a computer. Due weightage will be given to Law Graduate.

4. **Eligibility for the post of Judicial Assistant:**

Graduate from a recognized University having knowledge of working on computers.

## **5. Selection processes:**

### **(1) Selection process for the post of Private Secretary**

Stage 1: Written Examination of objective type.

(English Language Proficiency) **50 marks (1 hour)**

Stage 2: Stenography test

(Dictation and transcription) **90 marks**

Stage 3: Viva voce / Interview

**10 marks**

**Grand Total**

**150 marks**

Sl. No.	Description	Marks/ Duration
<b>Written examination of objective type (English Language Proficiency)</b>		
1.	A written examination (objective type) of 1 (one) hour duration on English language proficiency	50 Marks
<b>Stenography Test</b>		
1.	Voice testing before dictation	2 Minutes
2.	Speed test in shorthand at a speed of 120 words per minute (Duration 7 minutes) [840 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
<b>Viva voce</b>		
	Candidates in the ratio of 1:3 (Three candidates against one vacancy) from the rank wise mark sheet of the Written examination and Stenography Test will be called for the viva voce. The Gauhati High Court reserves the right to fix cut off mark in the Written Examination and Stenography Test.	10 marks

### **(2) Selection process for the post of Judicial Assistant**

The selection test will consist of a written examination of one paper (100 marks) and viva voce (15 marks).

**Written examination:** The written examination (objective type multiple choices) will be of 2 hour duration on OMR answer scripts and the same shall contain questions on General English, General Knowledge and General Aptitude.

There will be 100 objective type questions. For every correct answer, the candidate will be awarded 1 (one) mark. There will be no negative mark for a wrong answer.



**Viva voce:** On the basis of marks obtained in the written examination, candidates, equal to 3 (three) times the number of vacancies (1:3), in order of merit, will be called for viva voce.

The Gauhati High Court reserves the right to fix cut off mark in the Written Examination.

On the basis of the total marks obtained in the written examination and viva voce the final select list will be prepared.

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

#### **6. How to apply:**

- I. Candidates are first required to go to the website **[www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in)**, download and take printout of the "Advertisement & Common Application 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.
- III. The envelope containing the application form and documents should be super scribed as **"APPLICATION FOR THE POST OF (Name of the post applied for)"** and the same should be addressed to **"The Registrar, Gauhati High Court, Kohima Bench, Kohima, Nagaland, PIN - 797001.** The duly filled-in application form in the prescribed format along with all relevant documents/testimonials should reach the Registrar, Gauhati High Court, Kohima Bench, Kohima, Nagaland, PIN - 797001 on or before the last date of submission of applications.
- IV. Envelope containing application form and documents can also be dropped in the respective DROP BOXES kept in the precincts of the Kohima Bench, Gauhati High Court, Kohima, Nagaland **or the same may be sent by post to the address mentioned above so as to reach on or before the last date.**
- V. Applications submitted in any other mode, except as indicated above, will be summarily rejected without any communication.
- VI. No application shall be entertained after the last date of submission.
- 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.

#### **7. Fees:**

Indian Postal Order (IPO) of Rs. 200/- (Rupees Two Hundred) only for General (including OBC/MOBC and all others) candidates and Rs. 100/- (Rupees One Hundred) only in case of Scheduled Caste/Scheduled Tribe/PWD candidates,

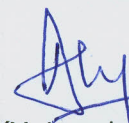
payable to Registrar, Gauhati High Court, Kohima Bench, Kohima, Nagaland should be enclosed with the application form.

#### **8. Application Forms:**

Application forms will be available in the official website of the Gauhati High Court, Kohima Bench, Kohima, Nagaland ([www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in))

#### **9. Terms and Conditions:**

- I. Candidates applying for more than one post should fill up separate application form for each post.
- II. Mere satisfying the eligibility criteria does 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. No 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 be eligible for appointment to the said posts.
- VI. The 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 / skill 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.
- VII. The High Court may decide not to issue admit card/ call letter etc. to the candidates individually and may decide to call candidates to written examination/skill test/ interview etc. by publishing a notification in the official website of the Kohima Bench and notice board of the High Court, Kohima Bench. Hence, candidates are advised to regularly check the website of the High Court, Kohima Bench for the latest updates.
- VIII. The High Court reserves the right to cancel the advertisement, alter or modify any terms and conditions of the advertisement at any stage.
- IX. All other matters which are not specifically provided herein shall be as decided by the High Court.



(Y. Longkumer)  
Registrar,  
Gauhati High Court,  
Kohima Bench, Kohima



## **RECRUITMENT NOTICE**

### **THE GAUHATI HIGH COURT**

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

#### **Kohima Bench**

Applications are invited from eligible candidates for filling up 1 (one) post of Private Secretary (Stenographer Grade-I) and 2 (two) posts of Judicial Assistant in the Kohima Bench of the Gauhati High Court, Kohima, Nagaland. For details please visit the website of the High Court, Kohima Bench at [www.kohimahighcourt.gov.in](http://www.kohimahighcourt.gov.in)

Sd/-

Registrar

Gauhati High Court, Kohima Bench,  
Kohima, Nagaland