

**HIGH COURT OF GUJARAT,
Sola, Ahmedabad : 380 060.**

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

ADVERTISEMENT NO. RC/1311/2013.

APPOINTMENT OF Court Managers in accordance with the stipulations
contained in the recommendations of 13th Finance Commission,
PURELY ON CONTRACT BASIS

Starting date for submission of On-line application	01/03/2013 (12.00 noon)
Closing date for submission of On-line application.	15/03/2013 (12.00 midnight)
Date of Preliminary Examination (Screening Test)	07 /04/2013
Date of Viva-voce Test (Oral Interview)	11/05/2013 onwards

The High Court of Gujarat invites ‘**On-line Applications**’, from eligible candidates for filling up **27 posts of Court Managers** (02 posts of Court Managers for the High Court of Gujarat and 01 post of Court Manager for each District Court in the State of Gujarat), under the initiatives for improvement in Justice Delivery taken up under the aegis of the Department of Justice, Government of India, **purely on contractual basis with fixed salary**, initially for the Plan period of the 13th Finance Commission, i.e. upto **31/03/2015**. The details of the Posts, are as under :-

Sr. No.	Name of the post	No. of posts	For High Court / District Court	Salary per annum	
				1st Year	2nd Year onwards
1	Senior Court Manager	1	High Court	12,00,000/-	10% incentive
2	Junior Court Manager	1	High Court	08,00,000/-	10% incentive
3	Court Managers	25	District Courts	07,00,000/-	10% incentive

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 :

(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.

(C) Age Limit :

A candidate, for appointment to the post Court Manager, shall be of Minimum age of 25 years as on the date of Advertisement i.e. on 25/02/2013.

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 Contractual Basis.

4. TENURE :

- (a) All appointments to the posts of Senior Court Manager, Junior Court Manager & Court Managers, shall be purely on '**Contract basis**', which may be terminated any time without any prior notice.
- (b) The tenure of contract may be for the Plan period of 13th Finance Commission, i.e. **31/03/2015**.

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. CHOICE OF POSTING :

- (a) The candidate shall indicate the option as to whether he/she wishes to apply for posting in the High Court of Gujarat OR in the District Courts OR at both levels.
- (b) A Candidate opting for posting in Districts shall be liable to be posted in any District by the High Court.

6. FEES AND MODE OF PAYMENT :

- (a) The candidates shall pay an Application Fees of **Rs. 1000/-** Plus Bank Charges. The candidates making payment of fees shall remit the same in **Current Bank Account No. 30725811785** with the State Bank of India, High Court Complex Branch, Ahmedabad, held in the name of **Registrar General, High Court of Gujarat, Sola, Ahmedabad**, through any of the Core Banking Service Branches of the **State Bank of India** using the Cash Voucher in the special format appended to this Advertisement, **from 01/03/2013 to 15/03/2013 during Bank working days and hours.**
- (b) Fees once paid shall **not be refunded** in any circumstances.

7. DUTIES & RESPONSIBILITIES OF COURT MANAGERS :

- (a) The Court Manager shall assist the Registrar General and other Registrars and Officers in the High Court and the District Courts in the respective Judicial Districts, 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 Registrar General in case of appointment in the Gujarat High Court or of the Principal District Judge, in case of appointment in a District 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 Registrar General or the Principal District & Sessions Judge concerned, 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.

8. OTHER CONDITIONS OF SERVICE :

- (a) Appointment as 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 High Court or the District Court, as the case may be, which he/she shall not leave during working hours of the High Court/District Court, without permission of the Competent Authority.
- (c) Court Manager shall be entitled to Casual Leave and other Leaves as admissible to Government employees during his tenure.
- (d) If Court Manager is required to leave headquarters as part of duty on official work, he 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) Court Manager shall perform his duties with due diligence and discipline maintaining confidentiality about all matters and information that he may come across during the discharge of his duties.
- (f) The assignment as Court Manager shall not confer any right of any employment under the High Court/the District Courts 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.
- (h) Court Manager shall, upon acceptance of his appointment as such, undertake in writing to abide by the Rules and shall, in particular, undertake that he shall perform his duties with due diligence and discipline maintaining confidentiality about all the matters and information that he may come across during the discharge of his 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 the Gujarat High / 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 is 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.

9. SELECTION PROCESS :

- (A) (a) **Preliminary Examination (Screening Test) :** (to be conducted on 7th April, 2013).

The Preliminary Examination (Screening Test), will be conducted at Ahmedabad at the Centers (to be decided by the High Court), will be of **100 marks**, with **2 hours** duration, consisting of Multiple Choice Questions (MCQs) each of **1 mark** with **Negative Marking i.e. 0.50 Mark** for each **Wrong/Multiple** 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 & English Comprehension** - **20 Marks**

- (iii) **Computer Skills/Applications knowledge** - **10 Marks**

- (iv) **Legal knowledge** - **10 Marks**

- (v) **General I.Q. Test** - **20 Marks**

- (b) The Candidates shall down-load their respective Call-letters, from the Websites abovementioned, from **01/04/2013 to 06/04/2013** (both days inclusive).
- (c) The **language** of Question Paper of Preliminary Examination will be **English**.

- (d) Preliminary Examination Paper (Objective Type) shall be evaluated as per entries made on **OMR Sheet** to be assessed on Computer. As the evaluation is done on the **Computer** by **Scanning** thereby eliminating manual evaluation, there is no human intervention and hence, **rechecking of OMR sheets**, subsequent to Preliminary Examination (Screening Test), will not be entertained by the High Court.
 - (e) The candidates securing minimum **55% Marks** in the Preliminary Examination (Screening Test), alone shall be eligible for being called for Viva-Voce Test (Oral Interview). However, the marks obtained in the Preliminary Examination (Screening Test), 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.
 - (f) In case large number of Candidates, qualify in the Preliminary Examination (Screening Test), 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 : (to be conducted from 11th May, 2013)**
- (a) The Candidates will be able to down-load their Interview Call-letters, from the Websites abovementioned, from **06/05/2013 to 10/05/2013** (both days inclusive).
 - (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.

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

11. GENERAL INSTRUCTIONS:

- (a) Candidates born **after 25/02/1988** shall not be eligible to apply.
- (b) The Candidates who have **successfully submitted Online Applications**, shall only be eligible for appearing at the Preliminary Examination (Screening Test) and/or Viva Voce Test.
- (c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Written Test and/or Viva Voce Test. No candidate, to whom **certificate of admission** has not been issued by the Recruiting Authority, shall be allowed to appear for the Written Test and/or Viva Voce Test.
- (d) The candidates shall have to appear **at their own expenses** for the Preliminary Examination (Screening Test) and/or Viva-Voce, if called for, at the place and time that may be decided by the High Court.
- (e) The list of **eligible candidates** will be placed on High Court website.
- (f) Candidate shall **require to download** his/her **Call-letter** from the **Gujarat High Court Website** www.gujarathighcourt.nic.in AND <http://hc-ojas.guj.nic.in>, by using his/her **Application No., Confirmation No./ PIN No. and Date of Birth**, for appearing at the respective Examination/ Viva-voce and the same will be intimated at the relevant time, through Press-Note/SMS.
- (g) Candidate shall produce, at the time of appearing for the Written Test and/or Viva-voce, **Identity proof** i.e. Card issued by the Election Commission of India or Bar Council of the State or PAN Card or Driving License, **in original, along with the Call Letter**.
- (h) 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, influencing any person concerned with the written examination or oral interview will be debarred from appearing for Written Examination or Oral Interview, as the case may be, for that examination or any number of years or permanently, as may be decided by the High Court.
- (i) **Result** of all examinations will be made available on the High Court website and/or by any other mode that may be decided by the High Court.

- (j) **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.
- (k) The High Court reserves the right to adopt appropriate **method of shortlisting** the candidates at any stage.
- (l) The selected candidates will not be appointed unless the **Medical Authority** specified by the High Court certifies them to be fit to discharge of the post.
- (m) Candidates making payment of Fees shall remit the amount in Current Bank Account No.**30725811785** of State Bank of India, High Court Complex Branch, Ahmedabad, through any of the Core Banking Service Branches of the State Bank of India using the Cash Voucher in the **special format appended to the Advertisement** which can be downloaded from the website www.gujarathighcourt.nic.in. AND <http://hc-ojas.guj.nic.in> and collect from the Bank, the Cash Voucher, marked as 'Office Copy' and 'Candidate's Copy' with the unique Deposit Journal Number assigned by the Bank and preserve the same. Candidates must ensure that on deposit of Fee, the Bank issues them a receipt which invariably mentions (i) Deposit Journal Number (ii) Branch name (iii) Branch Code Number, (iv) Date of deposit and (iv) Bank charges, etc.
- (n) While applying Online for the post, the applicant should ensure that he/she fulfils the **eligibility and other norms** mentioned above and that the particulars furnished by him/her are **correct** in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed / twisted or truncated any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her contract will be liable to be terminated.
- (o) Candidate should preserve his **Application Number** and **Confirmation No. / PIN Number** after submitting Online Application, for future correspondence as well as for downloading the Call-Letters for appearing at Written Test and/ or Viva-Voce.
- (p) Candidate should scan his/her **photograph** having **5 c.m. of length and 3.6 c.m. of width (10kb)** and **signature** having **2.5 c.m. of length and 7.5 c.m. of width (10kb)** in **jpg format** for uploading the same at relevant space on the application.
- (q) The Candidate shall fill up the required **data** in the application in accordance with the '**Instructions**'.

- (r) A Candidate shall not apply **more than once**, for any reason at all.
- (s) Candidate should keep **two** print outs of the Online Application, for his/her record and future requirement.
- (t) Applications which do not comply with the 'Instructions' shall be **summarily rejected**.
- (u) **At present, candidates are not required to send** copies of any testimonials/ documents to the High Court. They should produce **print out of the Online Application** along-with following **original testimonials as well as one set of self attested Xerox copies thereof and recent passport size photograph, at the time of Viva voce** to be conducted by the High Court :-
 - (i) Original **Cash Voucher** marked as 'Office Copy'.
 - (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, 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.
 - (v) **Government Gazette**, showing change in name/surname etc, if any.
 - (vi) **Certificates** from two Respectable Persons of Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (original).
 - (vii) **Certificates** indicating Excellent People Skills; Excellent Communication Skills; Excellent Computer Application Skills.

12. HOW TO APPLY :

- (a) All eligible Candidates should apply '**On-line**', through the link provided in High Court Website www.gujarathighcourt.nic.in AND <http://hc-ojas.guj.nic.in> in the prescribed format from **01/03/2013 to 15/03/2013**.
- (b) Candidates should have his/her own / family valid **Mobile No.** and the same should be kept active during the recruitment process.

(c) Steps for submitting On-line Application from 'OJAS' Module :-

- Fill up all the Fields given in On-line Application Format.
- 'Save' the On-line Application, by clicking 'save' button.
- Thereafter, a new window will be opened which displays Candidate's Application No. This means, the application is saved successfully. Candidates shall therefore **note down the entire string of the Application No.** (e.g. **HCT/2013/1/25462**)
- By using the said Application No. & Date of Birth, candidate can edit his / her application until the Confirmation of his/her Application. Please note that, after 'Confirmation', further editing will not be permissible.
- By using Application No. and Date of Birth, candidate is required to Upload his / her scanned Photograph and Signature in the stipulated size & format [refer item 11(p)]. He/She shall have to subsequently check that the uploaded 'Photograph' & the 'Signature', are distinctly recognizable, after uploading
- Then, by using Application No. and Date of Birth, candidate will have to 'Confirm' his/her Application. For this, Candidate to click on 'Confirm Application' Button/Tab on the Main Menu. Subsequently a window will be opened. In this window, the candidate has to enter his/her Application No. and Date of Birth to 'Confirm' his/her Application and then click on 'Confirm' Button. Please note that only after 'Confirmation', the 'System' will register your 'On-line' Application.
- Candidate will get a SMS communication on his/her Mobile, just after confirmation of his/her Application, which may be preserved by the Candidate till the end of the recruitment process.

(d) Please note that the above is the general procedure for applying on-line. **No other mode** of application or incomplete application will be accepted and in such case, the application will be rejected outright.

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 :-25/02/2013**

**Sd/-
(P.R. Patel)
Registrar (Recruitment & Finance)**

CASH VOUCHER	BANK COPY
STATE BANK OF INDIA Recruitment to the post of Court Manager on Contractual basis - 2013	
Applicant's Name : _____	
Account No. : 30725811785 Registrar General, High Court of Gujarat, Ahmedabad.	
SBI Branch in which fees is remitted : Branch Name : _____ Code No. _____	
Deposit Journal No. : _____ Confirm Journal No.: _____	
Deposit Date : _____	
Application Fee : Rs.1000/-	
Bank Charges Rs. _____	
Authorized signatory Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	

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CASH VOUCHER	OFFICE COPY
(To be submitted to the High Court at the time of Oral Interview)	
STATE BANK OF INDIA Recruitment to the post of Court Manager on Contractual basis - 2013	
Applicant's Name : _____	
Account No. : 30725811785 Registrar General, High Court of Gujarat, Ahmedabad.	
SBI Branch in which fees is remitted : Branch Name : _____ Code No. _____	
Deposit Journal No. : _____ Confirm Journal No.: _____	
Deposit Date : _____	
Application Fee : Rs.1000/-	
Bank Charges Rs. _____	
Authorized signatory Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	

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CASH VOUCHER	CANDIDATE'S COPY
STATE BANK OF INDIA Recruitment to the post of Court Manager on Contractual basis -2013	
Applicant's Name : _____	
Account No. : 30725811785 Registrar General, High Court of Gujarat, Ahmedabad.	
SBI Branch in which fees is remitted : Branch Name : _____ Code No. _____	
Deposit Journal No. : _____ Confirm Journal No.: _____	
Deposit Date : _____	
Application Fee : Rs.1000/-	
Bank Charges Rs. _____	
Authorized signatory Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	