

**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 (II)

FOR APPOINTMENT OF **COURT MANAGERS** (PURELY ON **CONTRACT BASIS**) in accordance with the stipulations contained in the recommendations of 13th Finance Commission.

Starting date for submission of On-line application	07/10/2013 (12.00 noon)
Closing date for submission of On-line application	21/10/2013 (23:59 Hrs.)
Download of 'e-Call letters-cum-Admission Slips' for Preliminary Examination	18/11/2013 to 24/11/2013
Date of Preliminary Examination	24/11/2013
Viva-voce Test (Oral Interview)	Tentatively in the month of December/January

The High Court of Gujarat invites '**On-line Applications**', from eligible candidates for filling up **18 posts of Court Managers** for **District Courts 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**, 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	Salary per annum	
			1st Year	2nd Year onwards
1	Court Manager	18	Rs. 7,00,000/-	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, **i.e. Gujarati.**

(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 the **Detailed Advertisement** i.e. on **01/10/2013.**

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 '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) 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. 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 07/10/2013 to 21/10/2013 during the Bank working days and hours.**
- (b) Fees once paid shall **not be refunded** 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, 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 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 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.

7. 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 District Court, as the case may be, which he/she shall not leave during working hours of the 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/her tenure.

- (d) If 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) 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 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 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.

8. SELECTION PROCESS :

(A) (a) **Preliminary Examination:** (to be conducted on **24/11/2013**).

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 & 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 '**e-Call letters-cum-Admission Slips**', from the Websites abovementioned, from **18/11/2013 to 24/11/2013** (both days inclusive).

(c) The **language** of Question Paper of Preliminary Examination will be **English**.

(d) The candidates securing minimum **55% Marks** in the Preliminary Examination, shall qualify 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 December/January)

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

10. GENERAL INSTRUCTIONS:

- (a) Candidates born **after 01/10/1988** 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 and/or Viva Voce Test.
- (c) The decision of the High Court will be final, as to the **eligibility** or otherwise of a candidate for admission to the Preliminary Examination 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 Preliminary Examination and/or Viva Voce Test.
- (d) The candidates shall have to appear **at their own expenses** 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 **require to download** his/her '**e-Call letters-cum-Admission Slips**' 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/Website updates.
- (f) Candidate shall produce, at the time of appearing for the Preliminary Examination 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 'e-Call letters-cum-Admission Slips'**.

- (g) 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 Preliminary Examination or Viva-voce Test (Oral Interview) will be debarred from appearing for Preliminary Examination or Viva-voce Test (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.
- (h) **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.
- (i) **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.
- (j) The High Court reserves the right to adopt appropriate **method of short listing** the candidates at any stage.
- (k) 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.
- (l) 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.
- (m) 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 shall be liable to be terminated.

- (n) Candidate should preserve his/her **Application Number** and **Confirmation No. / PIN Number** 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) 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.
- (p) The Candidate shall fill up the required **data** in the 'Online Application' in accordance with the '**Instructions**'.
- (q) A Candidate shall not apply **more than once**, for any reason at all.
- (r) Candidate should keep at least **two** print outs of the Online Application, '**e-Call letters-cum-Admission Slips**', for his/her record and future requirements, of submitting the same to the High Court.
- (s) Applications which do not comply with the 'Instructions' shall be **summarily rejected**.
- (t) **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' 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 'Online Application'**' alongwith 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 **from** 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.

(11) **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 **07/10/2013 to 21/10/2013**.
- (b) Candidates should have his/her own 'registered' **Mobile Number** and the same should be kept active during the entire recruitment process, as '**SMS**' alerts for the Tests, are also likely to be notified on the Mobile Number, so registered in the 'On-line' Application.
- (c) Steps for submitting On-line Application through the '**OJAS**' Module :

- Fill up all the 'Fields' given in On-line Application Format, carefully, as per the **Instructions**, after thoroughly reading & understanding the entire Detailed Advertisement & the Instructions given at the appropriate places.
- '**Save**' the On-line Application, by clicking 'Save' button.
- Thereafter, a **new window** will be opened which displays Candidate's Application Number. This means, the Application has been saved. Candidates shall therefore **note down the entire string of the Application No.** (e.g. **HCG/201314/1/0000**). In this window, by clicking '**Show Application Preview**' Button, 'Preview' of the Application will be displayed on the screen of the Computer.
- Thereafter, by using **Application No. and Date of Birth**, candidate is required to Upload his / her '**Scanned Photograph**' (latest) and '**Scanned Signature**' in the stipulated size & format [refer item 10(o)]. The Candidate shall ensure that, the uploaded 'Photograph' & 'Signature'. are distinctly recognizable, after uploading

Note :- Please ensure that the '**Scanned Photograph/Signature**' of the Candidate alone is uploaded, which shall be verified by the High Court, at each stage, and if the scanned Photograph/Signature does not match with the photograph/signature of the Candidate, at the time of successive Verifications during the Recruitment Process, his/her Candidature is likely to be rejected anytime.

- If necessary, by using the respective Application Number & Date of Birth, a candidate can edit his/her 'On-line Application', through '**Edit Application**' mode until he/she **confirms** the 'On-line Application', by clicking the '**Confirm Application**' icon. Please note that, after such '**Confirmation**', further editing of one's 'On-line Application', **will not be possible**.
- Please note that only after '**Confirmation**', the 'System' will register your 'On-line Application'.

- Thereafter, i.e after 'Confirmation' of the On-line Application, the Candidate should receive an 'SMS' communication conveying his/her Confirmation Number, on the 'registered' **Mobile Number**. **If after competing the Process of 'Confirmation', the Candidate does not receive his/her Confirmation Number, immediately, please contact the High Court, on the Landline Numbers, of the High Court (numbers shown on 'Scrolling Strip' on High Court website).** This Confirmation Number should be securely 'preserved' by the Candidate, till the end of the recruitment process, for downloading the '**e-Call letters-cum-Admission Slips**' etc. .
 - At the end of the process, the Candidate shall take '**Print outs**' of his/her Confirmed Application on A4 size (letter size) Paper only, by clicking 'Print Application' Tab of the Main Menu.
- (d) The Candidates shall fill up the required data in the '**On-line**' Application in accordance with the '**Instructions**'. Applications which are not in accordance with the '**Instructions**', shall be summarily rejected.
- (e) Take a 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 :- 01/10/2013**

**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. [Advt. No. RC/1311/2013 (II)]	
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 : ___/10/2013	
Application Fee : Rs.1000/-	
Bank Charges : Rs. ____ (To be paid by the Candidate)	
Authorized signatory Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	

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CASH VOUCHER	OFFICE COPY
<small>(To be submitted to the High Court at the time of Oral Interview)</small>	
STATE BANK OF INDIA Recruitment to the post of Court Manager on Contractual basis. [Advt. No. RC/1311/2013 (II)]	
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 : ___/10/2013	
Application Fee : Rs.1000/-	
Bank Charges : Rs. ____ (To be paid by the Candidate)	
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. [Advt. No. RC/1311/2013 (II)]	
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 : ___/10/2013	
Application Fee : Rs.1000/-	
Bank Charges : Rs. ____ (To be paid by the Candidate)	
Authorized signatory Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	