

**HIGH COURT OF GUJARAT,
Sola, Ahmedabad – 380060.**

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

ADVERTISEMENT NO. RC/B/1304/2013

**DIRECT RECRUITMENT OF DEPUTY SECTION OFFICERS ON THE
ESTABLISHMENT OF THE HIGH COURT OF GUJARAT.**

Starting date for submission of On-line Application	08/07/2013 (12:00 Noon)
Closing Date for submission of On-line Application	31/07/2013 (12:00 Midnight)
Tentative Dates of Examination/Test	
Elimination Test	15/09/2013
Main Written Examination	13/10/2013
Viva-voce Test (Oral Interview) to be held in the month of	December, 2013 / January, 2014

The High Court of Gujarat invites '**On-line Applications**', from eligible candidates for filling up a total of **122** vacant posts (including 31** Fixed Pay posts) of **Deputy Section Officer**, in the Pay-Scale of **Rs.9,300-34,800/- with Grade Pay of Rs.4,400/-**, on the establishment of the High Court of Gujarat, by Direct Recruitment.

1. CATEGORY-WISE VACANCY (as on 26/06/2013) :

Sr. No.	Category	Vacancy
1.	General	19
2.	Scheduled Tribe (S.T.)	53
3.	Socially & Economically Backward Class (SEBC)	43
4.	Physically Disabled Persons (PH) (Differently Abled Persons) *	07
Total Vacancy		122 **

Note :-

- * Only Differently Abled Persons, belonging to Orthopedically Handicapped Category may apply, in view of the nature of job and in view of proviso to Section 36 of 'The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995.

- **31 posts sanctioned by the State Government on Fixed Pay will be filled up if they are converted into Regular Pay Scale by the State Government.
- The High Court reserves its right to adjust/alter the number of vacancy notified.
- If suitable candidates of any Reserved Class/Category will not be available, then the vacancies will be filled up by other suitable candidates belonging to General Category according to merits.

2. ELIGIBILITY CRITERIA (As on 28/06/2013) :

(A) Essential Educational Qualification :

- (a) **Graduate** from recognized University.
- (b) 10th or 12th Standard Examination passed with **English** as One of the Subjects.

Note :- Basic Knowledge of Computer Applications / Operations (As per requirements of G.R. No.CRR-10-2007-120320-G.5, dtd. 13/08/2008, G.A.D., Government of Gujarat).

(B) Age Limit :

- (a) A Candidate for appointment to the said post, should have completed **18 years** of age and should not be more than **35 years** of age, as on the date of Advertisement i.e. **28/06/2013**.
- (b) Employees working in the Subordinate Courts or any other High Court, shall be allowed on a uniform basis, relaxation of a maximum period of **5 years** or to the extent of equal number of years for which Service has been put in by him/her, **whichever is less**, in the Upper Age Limit.
- (c) Relaxation of **5 years** in upper age limit shall be admissible to the candidates belonging to the Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Physically Disabled and Ex-servicemen categories.

Sr. No.	Category	Born between (inclusive both days)	
1.	General	28/06/1995	28/06/1978
2.	SC/ST/SEBC/PH/Ex-Servicemen	28/06/1995	28/06/1973
3.	Candidate working in Subordinate Courts of the State of Gujarat or in other High Court	28/06/1995	As per sub-clause 2(B)(b) above

3. RESERVATION :

- (a) Reservation with respect to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes (belonging to Non-Creamy Layer), Physically Disabled Persons, categories, shall be in accordance with the prevailing policies of the State Government.
- (b) Candidates belonging to the Reserved Categories in the State of Gujarat only will be eligible for Reservation/Relaxation benefits.

4. FEES AND MODE OF PAYMENT :

- (a) Candidates belonging to **Scheduled Caste, Scheduled Tribes, Socially & Educationally Backward Class & Physically Disabled Persons** are required to pay Examination Fees of **Rs.250/-** plus the usual Bank Charges and all other Candidates are required to pay Examination Fees of **Rs.500/-** plus the usual Bank Charges. The candidates shall remit the same in the **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 as appended to this Advertisement, **from 08/07/2013 to 31/07/2013 during the Bank Working Days and Hours.**
- (b) The concerned Bank Branch, will retain **one Copy** of the Challan and return the other **two Copies** to the Candidate. Candidates will have to preserve the said copies of the Challan and produce the same at the time of Viva-Voce Test (Oral Interview).
- (c) 'On line' Application, submitted by Candidate, will be considered as 'Valid' Application, only after he/she remits the **Examination Fees**, as required in the State Bank of India (Core Banking Services Branches) concerned, before the stipulated closure time.
- (d) Fees paid by **any other mode**, will not be considered valid / accepted.
- (e) Fees once remitted, into the concerned Account, shall **not be refunded** under any circumstances.

5. SELECTION PROCEDURE :

The **Competitive Examination** shall consist of :

- (A) Elimination Test (Objective type – MCQs) [100 Marks]
- (B) Main Written Examination [80 Marks]
- (C) Viva-voce Test (Oral Interview) [20 Marks]

(A) Elimination Test (Objective type – MCQs) [100 Marks] :

- a) Question Paper of Elimination Test shall consist of **100** Multiple Choice Questions (**MCQs**), each of **1 Mark**. For every wrong / multiple answer, there shall be **Negative Marking of 0.33 Marks**. Language of the Question Paper shall be **English** only. However, **25 Questions** will be in **Gujarati** for the Section on **Gujarati Language**. Duration of the Elimination Test shall be **02 (Two) Hours**.

Syllabus of Elimination Test :

- a) General Knowledge
 - b) Indian History and Geography
 - c) Sports
 - d) Current Affairs
 - e) Arithmetic / Mathematics
 - f) Analytical Reasoning
 - g) Mental Ability
 - h) Computer Knowledge
 - i) English Language
 - j) Gujarati Language
- b) Candidates belonging to the **Reserved Categories, i.e. SC, ST, SEBC & for Candidates belonging to Physically Disabled Persons (PH)** , shall have to secure **minimum 45 Marks** and all the **other Candidates** shall have to secure **minimum 50 Marks** in the Elimination Test and only those qualifying, shall be called for Main Written Examination.
- c) The Elimination 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.
- d) **Marks** obtained in the Elimination Test (Objective Type) **will not be considered** for determining the merits, for preparing the Final Merit List. Evaluation of the OMR Sheets at the Elimination Test shall be evaluated on Computer, as per entries made on **OMR Sheet**. As the evaluation is done on the **Computer** by **Scanning** thereby eliminating manual evaluation, **rechecking of OMR sheets**, subsequent to Elimination Test, **will not be entertained** by the High Court.

(B) Main Written Examination [80 Marks] :

- a) The Main Written Examination will comprise of Two parts, viz. :
- i. Part A – General English [40 Marks]
 - ii. Part B – General Knowledge [40 Marks]
- b) **Language of Question Papers** of Main Written Examination shall be **English**. Answer to Questions in the Main Written Examination shall be given in **English Language**. However, Answers with respect to '**Translation**' or otherwise required to be given in **Gujarati**, shall invariably be answered in **Gujarati Language**.
- c) The Main Written Examination 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, for which the Candidates will have to make their own arrangements, for taking the Examination.

N.B. : The number of Candidates to be called for the next stage of Examination i.e. Viva-voce Test (Oral Interview) may be restricted as may be decided by the Hon'ble the Chief Justice, considering the number of vacancies and merit of the Candidates who appeared at the Main Written Examination.

(C) Viva-voce Test (Oral Interview) [20 Marks] :

- a) Viva-voce Test (Oral Interview) shall be conducted at Ahmedabad, at Venue(s), as may be decided by the High Court.
- b) Viva-voce Test shall be of **20 Marks**.
- c) Suitability of the Candidates, at the Viva-voce Test, may be assessed on the basis of one's Mental Alertness, Personality & Character, Aptitude and Orientation, General Knowledge & Current Affairs, Computer Skills, Ethics, Power of assimilation, Communication Skill, Analytical ability & Legal Knowledge.

6. PREPARATION OF SELECT LIST & WAIT LIST :

- (a) The **Final Select List & Wait List** shall be prepared on the basis of aggregate of Marks obtained by the Candidates in the **Main Written Examination & the Viva-voce Test**.
- (b) For being eligible to be included in the Select List, Candidates shall have to obtain **minimum 40% Marks** in aggregate i.e. 40 % of total 100 Marks [80 Marks of Main Written Examination + 20 Marks of Viva-voce Test (Oral Interview)].
- (c) The **Wait List** shall consist of not more than **20%** of the number of Candidates placed in the '**Select List**', subject to other requirements.
- (d) The **Select List & Wait List** shall be published on **High Court website as well as on 'HC-OJAS' website**, and/or through any other mode, as may be decided by the Hon'ble the **Chief Justice**.
- (e) The **Select List & Wait List** shall remain in force for a period of **2 (Two) years**, from the date of its publication or until the publication of a fresh List(s), whichever is earlier. However, if the vacancies in a particular year are not substantially higher than the number of Candidates remaining in the existing Select List / Wait List, the period of such Select List / Wait List may be extended by the Hon'ble the **Chief Justice** not exceeding **One year**, so as to make appointment against such vacancies from the said Select List / Wait List.
- (f) Any Candidate who does not accept the appointment offered within the time-limit, **shall lose his/her right to appointment** and the Hon'ble the Chief Justice shall operate the Select List / Wait List, as the case may be.

7. 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.

8. GENERAL INSTRUCTIONS :

- (a) The Candidates who **remit their Examination Fees as required in the Bank and successfully submit Online Applications**, as the case may be, shall only be eligible for appearing at the Examinations.
- (b) The decision of the Hon'ble the Chief Justice as to the **eligibility** or otherwise of a candidate for admission to the Examinations and/or Viva-voce Test shall be final. No candidate, to whom **Call Letter** is not issued by the Recruiting Authority, shall be allowed to appear for the Examination and/or Viva-voce Test.
- (c) In case of **large number of candidates** applying for the post, as advertised, it will be the discretion of the Hon'ble the Chief Justice to limit the number of Applications, on the basis of **permissible legal parameters**.
- (d) The candidates shall have to appear **at their own expenses** for Examinations and/or Viva-voce Test, if called for, at the place and time that may be decided by the Hon'ble the Chief Justice.
- (e) Candidate shall be **required to download** his/her **Call-letter** from the **Gujarat High Court Website** www.gujarathighcourt.nic.in **OR** <http://hc-ojas.guj.nic.in>, by using his/her **Advertisement No., Confirmation No. and Date of Birth**, for appearing at the respective Test/ Examination/Viva-voce Test and the same will be intimated at the relevant time, through **Press-Notes and / or 'SMS'** on the Mobile Number registered in the 'On line' Application, by the Candidate.
- (f) At the time of appearing for the Examinations and/or Viva-voce Test, Candidate shall have to produce **Identity proof** i.e. Card issued by the Election Commission of India / PAN Card / Driving License / Pass Port / 'Adhaar' Card / Identity Card issued by recognized Institution etc., **in original & one photocopy, along with the Call Letter**.
- (g) **Result** of Test / Examination will be uploaded on the High Court website and/or by any other mode, as may be decided by the Hon'ble the Chief Justice.

- (h) Candidates should not call-up the High Court Registry, for making general queries. They should keep checking up on the High Court-OJAS Websites, for updates.
- (i) **Mobile/Cell Phone, Tablets, Laptop, Calculator, Blue Tooth Device, other Electronic Gadgets or any other material** are strictly prohibited not only in the 'Examination Hall', **but please note that entry in the 'Examination Centre'** itself, shall not be permitted to those Candidates, in possession of such electronic gadgets. **No arrangement for safe keeping, will be arranged, which may 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, 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 Hon'ble the Chief Justice.

- (j) **Mere success** in the examination shall not confer any **right to appointment** and no candidate shall be appointed to the post unless the Hon'ble the Chief Justice 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 Hon'ble the Chief Justice reserves the right to adopt appropriate **method for shortlisting** the candidates, at any stage.
- (l) Benefit of relaxation in upper age limit & fees as well as reservation of post shall be granted to the **Disabled Persons**, provided that requisite Certificate in respect thereof, issued by the Competent Authority of the State, is produced by the Candidate as and when called for. **The decision, as to the suitability of a Candidate, for the post will be taken, by the Hon'ble the Chief Justice, finally.**
- (m) The selected candidates will not be appointed unless the **Medical Authority** specified by the Hon'ble the Chief Justice, certifies them to be fit to discharge the duties ascribed to the post.
- (n) Candidates making payment of Fees shall remit the amount in the Bank, as stated hereinabove at **Para 4**, using the Challan in the **special format** appended herewith in the last page of the instant Advertisement, before submitting 'On line' Application in the website www.gujarathighcourt.nic.in OR <http://hc-ojas.guj.nic.in> and **collect from the respective Bank, two copies of the Challan, marked as 'Office Copy' and 'Candidate's Copy'** and preserve the

same. Candidates must ensure that on deposit of Fee, the respective Bank issues them a receipt.

Note :- Candidates will have to produce the Original Candidate's copy of Challan/Cash Voucher at every stage of the Examination i.e. Elimination Test, Main Written Examination & Viva-voce Test (Oral Interview). Hence, the Challan/Cash Voucher must be preserved, till the completion of the whole Recruitment Process.

- (o) While applying Online for the post, the applicant should ensure that he/she fulfills 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 service will be liable to be terminated.
- (p) Candidate should preserve his **Application Number** and **Confirmation No.** after submitting Online Application, for future correspondence as well as for downloading the Call-Letters for appearing at Examinations and/ or Viva-voce Test.
- (q) 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 'On line' application.
- (r) The Candidate should fill up the required **data** in the 'On-line Application' in accordance with the '**Instructions**'.
- (s) A Candidate shall not apply **more than once**, for any reason at all.
- (t) Candidate should keep **two** print outs of the 'On line' Application, for his / her record and future requirement. Print-outs of 'On-line' Application, Challan or any other documents are not required to be forwarded to the High Court at the initial stage. The same are only required to be produced at the time of Viva-voce Test (Oral Interview).
- (u) Applications, which are duly submitted through the '**On-line**' mode **only**, and in which Examination Fees is remitted in Bank, shall be considered as '**Valid**' Application. Applications made through any other mode shall be summarily rejected.
- (v) At the time of Viva-voce Test (Oral Interview), Candidates should produce Print-out of the Online Application alongwith following original testimonials **as well as 'One Set' of Attested / Self-attested photocopies thereof, and a recently taken colour Passport**

Size photograph, at the time of Viva-voce Test (Oral Interview), to be conducted by the High Court :

- (i) **Printout of 'the duly filled-in 'Online' Application** alongwith Original '**Challan**' 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, Certificate of Work Experience/ Training obtained etc. as per requirement/ applicable.
- (iv) Certificate indicating to be possessing '**Basic Knowledge of Computer Application/Operation**' issued by Government or Private Institute, as set out by Government of Gujarat, in General Administrative Department Resolution No.CRR-10-2007-120320-G.5 **dtd.13/08/2008**.
- (v) Certificate showing the '**Caste/Category**' in respect of Candidates belonging to Reserved Category and in case of those belonging to Socially & Educationally Backward Class, '**Non-Creamy Layer**' **Certificate**, issued by the Competent Authority of the State of Gujarat, during the respective Financial Year.
- (vi) In case of **Physically Disabled** Candidates (a) a certificate from a Competent Authority to the effect that he has a **locomotor disability of not less than 40%** and (b) a certificate from the Standing Medical Board at Ahmedabad to effect that he/she would be **able to perform the duties** of the post in question.
- (vii) In case any **Criminal Case(s)** have been filed against the Candidate concerned, authenticated / attested copies of the relevant documents, viz. FIR / Chargesheets, Judgment, etc.
- (viii) **Government Gazette**, showing change in name/surname etc, if any.
- (ix) Original **Identity proof** as mentioned herein above.
- (x) **Certificates** from two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (in Original).
- (w) Any Application, even under the **R.T.I. Act**, seeking any information, will not be entertained **till the completion** of the entire Recruitment Process.

9. HOW TO APPLY :

- (a) All eligible Candidates after payment of their respective Examination Fees in the Bank Account as mentioned in **Para No. 4** above, should apply '**On-line**', through the link provided in High Court Website www.gujarathighcourt.nic.in OR <http://hc-ojas.guj.nic.in>, in the prescribed format from **08/07/2013 to 31/07/2013**.
- (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, registered on 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**' your 'On-line Application', by clicking on '**Save**' button.
- Thereafter, **a new window** will be opened which displays the Candidate's Application Number. This means, the Application is saved. Candidates shall, note down the entire string of the Application Number (e.g. HCG/201213/1/11111). In this window, by clicking "**Show Application Preview**" Button, preview of the Application will be displayed on the screen of the Computer.
- Thereafter, by entering his/her **Application Number and Date of Birth**, the candidate is required to Upload his/her '**Scanned passport size Photograph**' (latest) and '**Scanned Signature**', in the stipulated size & format [refer para 8(q)]. The Candidate shall ensure that, the uploaded 'Photograph' & 'Signature', are distinctly recognizable, after uploading.

Note :- Please note that the scanned signature of the Candidate concerned, shall ONLY be uploaded, which shall be verified at each stage, and if the scanned signature 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.

- Now, if necessary, by using the said Application Number & Date of Birth, a candidate can edit his/her 'On-line Application' through '**Edit Application Button**' until he/she **confirms** the 'On-line Application', by clicking at the '**Confirm Application**' icon. Please note that, after such '**Confirmation**', further editing of one's 'On-line Application', **will not be permissible**.
 - Please note that only after '**Confirmation**', the 'System' will register your 'On-line' Application.
 - Thereafter, Candidate will get an **SMS** communication conveying his/her Confirmation Number, on the 'registered' **Mobile Number**, which should be preserved by the Candidate till the end of the recruitment process.
 - At the end of the process, the Candidate shall take '**print outs**' of his/her Confirmed Application 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 cases, the Application will be rejected.

Decision of the Honourable the Hon'ble the Chief Justice / 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 :-28/06/2013.


(P.R. Patel)
Registrar (Recruitment & Finance)

CASH VOUCHER	BANK COPY
STATE BANK OF INDIA	
Recruitment to the post of Deputy Section Officer, High Court of Gujarat	
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. 250/- for SC, ST, SEBC, Physically Disabled & Ex-Servicemen (Non-refundable) Rs.500/- for General Category	
Bank Charges : Rs. _____ (To be paid by the Candidate)	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	Authorized signatory Stamp

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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 Deputy Section Officer, High Court of Gujarat		
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. 250/- for SC, ST, SEBC, Physically Disabled & Ex-Servicemen (Non-refundable) Rs.500/- for General Category		
Bank Charges : Rs. _____ (To be paid by the Candidate)		
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	Authorized signatory Stamp	
_____ (Signature of Supervisor at Elimination Test)	_____ (Signature of Supervisor at Main Written Examination)	_____ (Signature of Supervisor at Viva-voce Test)

CASH VOUCHER	CANDIDATE'S COPY	
STATE BANK OF INDIA		
Recruitment to the post of Deputy Section Officer, High Court of Gujarat		
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. 250/- for SC, ST, SEBC, Physically Disabled & Ex-Servicemen (Non-refundable) Rs.500/- for General Category		
Bank Charges : Rs. _____ (To be paid by the Candidate)		
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	Authorized signatory Stamp	
_____ (Signature of Supervisor at Elimination Test)	_____ (Signature of Supervisor at Main Written Examination)	_____ (Signature of Supervisor at Viva-voce Test)