

HIGH COURT OF GUJARAT AT SOLA, AHMEDABAD

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

ADVERTISEMENT NO. HCG/NTA/01/2024/[II] 1 & 2

CENTRALIZED RECRUITMENT TO THE POSTS OF GUJARATI STENOGRAPHERS (GRADE-II & III) IN THE DISTRICT COURTS ESTABLISHMENTS, INDUSTRIAL & LABOUR COURTS IN THE STATE OF GUJARAT

TENTATIVE IMPORTANT DATES Please refer to the Information Bulletin

The High Court of Gujarat invites **On-line Applications**, from the eligible candidates, for filling up a total $471 + 50 = 521$ vacancies, on the establishments of the **District Courts, Industrial & Labour Courts in the State of Gujarat**, by way of Competitive Examinations, vis-a-vis the various posts, as arrayed below :

1. VACANCIES AND PAY-SCALE :

A. District Courts Establishments:

Name of Post & Pay-Matrix	Category-Wise Vacancies						Reserved for Women out of Category-wise Vacancies					Out of Total Vacancies Reservation for	
	TOTAL	Gen	SC	ST	SEBC	EWS	Gen	SC	ST	SEBC	EWS	PH	Ex-Ser.Man
Gujarati Steno. Grade-II (Class-II) Pay Matrix of Rs.44,900-1,42,400/-	204	120	7	22	42	13	31	1	4	8	2	9	2
Gujarati Steno. Grade-III (Class-III) Pay Matrix of Rs.39,900-1,26,600/-	267	134	15	32	64	22	42	1	7	18	3	7	18
TOTAL →	471	254	22	54	106	35	73	2	11	26	5	16	20

B. Industrial & Labour Courts :

Name of Post & Pay-Matrix	Category-Wise Vacancies						Reserved for Women out of Category-wise Vacancies					Out of Total Vacancies Reservation for	
	TOTAL	Gen	SC	ST	SEBC	EWS	Gen	SC	ST	SEBC	EWS	PH	Ex-Ser.Man
Gujarati Steno. Grade-II (Class-II) Pay Matrix of Rs.44,900-1,42,400/-	10	6	0	1	2	1	2	0	0	0	0	0	0
Gujarati Steno. Grade-III (Class-III) Pay Matrix of Rs.39,900-1,26,600/-	40	16	2	7	11	4	5	1	2	4	1	2	4
TOTAL →	50	22	2	8	13	5	7	1	2	4	1	2	4

Notes :

- a) For the aforesaid posts, where there is no vacancy in SC Category, the Candidates belonging SC category can apply for the respective post against Unreserved

Category ONLY and the criteria meant for the Unreserved Category will be applicable to them. However, they will be entitled for relaxation in Fees ONLY.

- b) 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.
- c) The break-up of the total number of vacancies vis-a-vis the various reserved Class/categories, for the different posts/cadres in the various Districts (for District Courts Establishments), is annexed hereto at **Annexure-“A”**.
- d) The High Court reserves its right **to adjust/alter** the number of vacancies notified.

2. ELIGIBILITY CRITERIA :

(As on Last Date for submitting the Online Application)

Post	Qualifications
Gujarati Stenographer Grade – II (Class-II)	<ol style="list-style-type: none"> Graduate in any discipline from a recognized university or any equivalent qualification recognized as such by the Government. Speed in Gujarati Short Hand 90 w.p.m. Basic knowledge of Computer Operation is essential as per Government Resolution dated 13/08/2008. Sufficient knowledge of English, Gujarati & Hindi Language.
Gujarati Stenographer Grade – III (Class-III)	<ol style="list-style-type: none"> Graduate in any discipline from a recognized university or any equivalent qualification recognized as such by the Government. Speed in Gujarati Short Hand 75 w.p.m. Basic knowledge of Computer Operation is essential as per Government Resolution dated 13/08/2008. Sufficient knowledge of English, Gujarati & Hindi Language.

3. AGE LIMIT :

- (a) A Candidate applying for Gujarati Stenographer Grade-II, shall not be less than **21 years** and not more than **40 years** of age and for Gujarati Stenographer Grade-III, shall not be less than **21 years** and not more than **35 years** of age, as on the Last Date for submitting the Online Application.
- (b) The **Upper Age Limit** may be **relaxed** as follows:

Category	Age Relaxation
Unreserved Candidates	-
Women Candidates	5 years
SC/ST/SEBC/EWSs Candidates (of Gujarat origin ONLY)	5 Years
Differently Abled Persons	10 Years

Ex-Servicemen	Actual service rendered plus 3 Years
Employees working in the State Government	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 of submitting the 'Online Application'.
- (d) *In view of the General Administrative Department's (Government of Gujarat) Resolution No. CRR/11/2021/450900/G.5, dated 29/09/2022, it has been decided by the High Court to grant Age Relaxation of **01 Year** in upper Age-Limit to all the Candidates, irrespective of their Category, in the instant Recruitment Process.*

4. RESERVATION :

- (a) Reservation for various Categories and Classes of Posts with respect to Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Economically Weaker Sections, Differently Abled Persons, Women & Ex-Servicemen shall be in accordance with the **prevailing Rules/Orders** of the Government.
- (b) Candidates belonging to the Reserved Categories (SC/ST/SEBC/EWSs) of the Gujarat origin, shall **ONLY** be eligible for Reservation benefits.

5. FEES AND MODE OF PAYMENT :

Please refer to the Information Bulletin

6. SCHEME OF EXAMINATION :

(A) Elimination Test (Objective Type-MCQs) [100 Marks – 75 Minutes] :

- (i) Elimination Test (Objective Type) consisting 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 / Gujarati, as the case may be, except otherwise Questions in Gujarati/English. Duration of the Test shall be **75 Minutes**.
- (ii) **Syllabus for Elimination Test** : General Knowledge, Current Affairs, Numerical & Mental Ability, Gujarati Language & Grammar, English Language & Grammar, Computer Fundamentals / Operation, etc.

- (iii) The Elimination Test (Objective Type MCQs) shall be administered either through Computer Based Test (CBT) or any other mode as may be decided by the High Court. In any case, re-evaluation, rechecking/reassessment will not be entertained by the High Court. No objections in this regard will be entertained.
- (iv) The Candidates shall have to secure **minimum 50 % in the Elimination Test** and only those qualifying therein, shall be allowed to appear for Stenography/Skill Test.
- (v) Marks obtained in the Elimination Test (Objective Type MCQs) will not be considered for determining the merits, for preparing the Final Merit List.

(B) Stenography Test :

- (i) The Selection will be made on the basis of performance in **Stenography Test of 70 Marks**. The particulars thereof, are as follow:

Post	Duration of Dictation per Passage	Total Passages	Speed of Dictation	Words per Passage	Total Transcription Time
Gujarati Steno. Grade-II (Class-II)	4 minutes	2	90 w.p.m.	360	75 minutes
Gujarati Steno. Grade-III (Class-III)	4 minutes	2	75 w.p.m.	300	60 minutes

- (ii) 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) The Candidate securing minimum **50% Marks** in the Stenography Test, shall only be eligible for being called for Viva-Voce Test (Oral Interview).
- (iv) In case, large number of Candidates qualify in the Stenography Test, it will be open for the High Court **to restrict the number** of Candidates as deemed necessary, according to Merit.
- (v) At the time of transcription, Candidates will be facilitated with 'Gujarati Indic Input Tools (MS Office Indic Version) Fonts and they can use any of the following Keyboard/Layout :
- Transliteration
 - In Script
 - Typewriter and Typewriter (G)
 - Godrej Indica and Remington Indica
 - Gujarati Terafont

(C) Viva-voce Test :

- (i) Viva-voce Test shall be of **30 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 High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (b) The **Select Lists & Centralized Wait Lists**, for the respective establishment(s) & post(s), will be prepared on the basis of order of Merit of **Aggregate Marks** obtained by the Candidates in **Stenography/Skill Tests** and the **Viva-voce Tests**. The number of candidates to be included in the respective Select Lists shall be equal to the number of category-wise vacancies notified.
- (c) The Candidates whose names are included in the respective Select Lists so prepared shall be recommended for appointment in order of merit, Category-wise vacancies notified and in case of Candidate has applied for District Courts Establishments, **preference for the Districts** given by the candidates.
- (d) The Select Lists / Centralized Wait Lists shall be published on the High Court website.
- (e) For District Courts Establishments, the District-wise list of candidates recommended for appointment shall be forwarded to the Principal Judicial Officer of the concerned District/Court, as per available vacancies. Such Lists shall be prepared **on the basis of merits** of the candidates **and preferences for Districts** indicated by them. If on the basis of merit position of a candidate or for any other reasons, it is not possible to recommend him/her in any of the Districts of his/her choice, he/she may be recommended for appointment, in any other District. However, the preference would not give vested right to a Candidate to insist for being posted in a particular District.

Note : (i) **Change in preference of Districts for posting will NOT be entertained** by the High Court at any stage and the same be rejected outright / straightaway.

(ii) **Nonetheless, irrespective of the option(s) for Posting given, the Selected / Wait-Listed Candidate, shall have no indefeasible right of Posting qua the District of his/her choice and the High Court of Gujarat reserves the right for Posting any Candidate in any District / establishment as also that of transfer of Posting.**

- (f) On the basis of recommendations made by the Committee, the Principal Judicial Officer of the District shall issue **Appointment Letter** to the concerned candidate.

- (g) For Industrial & Labour Court establishments, the Select Lists of candidates recommended for appointment shall be forwarded to the President, Industrial Court, Ahmedabad. Such Lists shall be prepared **on the basis of merits** of the candidates. The President will make appointment of Candidates, as per requirements and shall allot/post the Candidate on respective establishment/District. The Candidate is bound to accept his/her posting as may be allotted by the President.
- (h) Any candidate **who does not accept such appointment** shall lose his/her right to appointment and shall not be considered for appointment in future on the basis of the Select Lists in question.
- (i) The **Centralized Wait Lists** shall consist of not more than **10%** of the number of vacancies notified and shall be operated only in case of non-joining of Candidate(s) or cancellation of the candidature of a Candidate.
- (j) The **Select Lists & Centralized Wait Lists** shall remain in force until the posts advertised are filled-up or for a period of **1 (One) Year**, from the date of its publication, whichever is earlier.

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 :
- (1) **Print-out** of the duly filled-in **On-line Application**.
 - (2) **School Leaving Certificate** or **Birth Certificate** issued under Birth & Death Registration Act.
 - (3) Educational qualifications i.e. **Mark-sheets** and **Certificates** of SSC, HSC, Final Year of Graduation, Post Graduation, as per requirement / applicable.
 - (4) Certificate showing the requisite **Speed in Gujarati Stenography**, if any.
 - (5) Certificate indicating to be possessing '**Basic Knowledge of Computer Application / Operation**' issued by Government or Private Institute, as set out by Government of Gujarat.

- (6) **Caste Certificate** issued by the Competent Authority of the State of Gujarat, in case, the Candidate has applied under Reserved Category (SC/ST/SEBC/EWSs) and if belongs to SEBC Category, **Non-Creamy Layer Certificate**, VALID for the current financial year.
- (7) In case of EWS Category, EWS Eligibility Certificate (as entered in the Online Application) issued by the Competent Authority of the State of Gujarat as per the prevailing norms and validation of Certificate.
- (8) In case of **Differently Abled (PH)** (Orthopedically Disabled) 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.
- (9) **Certificate of Discharge** from Service in case of **Ex-Servicemen**.
- (10) **No Objection Certificate (NOC)**, in case, if employed in State/Central Government.
- (11) **Certificates** from Two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (original) *(To be issued in last 6 months)*.
- (12) **Government Gazette**, showing change in name/surname etc, if any.
- (13) 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.
- (14) Original **Identity Proof** as prescribed in the Information Bulletin.

11. APPLICATION UNDER R.T.I. ACT :

Any **Application**, even **under the R.T.I. Act**, seeking any information, **will NOT be entertained till the completion of the entire Recruitment Process.**

12. FINAL AUTHORITY :

The decision of the High Court of Gujarat in respect of all matters pertaining to this Recruitment Process would be final and binding on all Candidates.

**High Court of Gujarat,
Sola, Ahmedabad.**

Date : 22/05/2024

**Sd/-
Registrar (Recruitment)**

ANNEXURE-A

STATEMENT SHOWING TOTAL NUMBERS OF VACANCIES VIS-A-VIS THE VARIOUS RESERVED CLASSES/CATEGORIES, FOR THE POSTS OF **GUJARATI STENOGRAPHER GRADE-II**, ON THE ESTABLISHMENTS OF THE DISTRICT COURTS, IN THE STATE OF GUJARAT :

Sr. No.	Name of the Establishment	Total Vacancies for Direct Recruitment	Category-wise Vacancies to be filled by Direct Recruitment					Posts reserved for Women out of Category-wise Vacancies					Out of Total Vacancies Reservation for	
			Gen	SC	ST	SEBC	EWSs	Gen	SC	ST	SEBC	EWSs	Persons with benchmark disability	Ex-Service man
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	CMM,Ahmedabad	59	24	4	9	16	6	8	1	3	5	2	3	0
2	Ahmedabad	8	3	1	1	2	1	1	0	0	0	0	0	1
3	CCC,Ahmedabad	13	8	0	1	3	1	3	0	0	1	0	1	0
4	FC,Ahmedabad	2	1	0	0	1	0	0	0	0	0	0	1	0
5	Amreli	1	1	0	0	0	0	0	0	0	0	0	0	0
6	Anand	3	2	0	1	0	0	1	0	0	0	0	0	0
7	FC,Anand	1	1	0	0	0	0	0	0	0	0	0	0	0
8	Aravalli	2	1	0	0	1	0	0	0	0	0	0	0	0
9	FC,Aravalli	1	0	0	0	1	0	0	0	0	0	0	0	0
10	Banaskantha	3	2	0	0	1	0	1	0	0	0	0	0	0
11	FC,Banaskantha	1	1	0	0	0	0	0	0	0	0	0	0	0
12	Bharuch	4	2	0	1	1	0	1	0	0	0	0	0	0
13	FC,Bharuch	2	2	0	0	0	0	0	0	0	0	0	0	0
14	Bhavnagar	5	3	0	1	1	0	1	0	0	0	0	0	0
15	Botad	1	1	0	0	0	0	0	0	0	0	0	0	0
16	Chhota Udepur	1	1	0	0	0	0	0	0	0	0	0	0	0
17	Dahod	1	1	0	0	0	0	0	0	0	0	0	0	0
18	FC,Dahod	1	1	0	0	0	0	0	0	0	0	0	0	0
19	Devbhumi Dwarka	1	1	0	0	0	0	0	0	0	0	0	0	0
20	FC,Devbhumi Dwarka	1	1	0	0	0	0	0	0	0	0	0	0	0
21	Gandhinagar	9	3	1	2	2	1	1	0	1	1	0	0	0
22	FC,Gandhinagar	1	1	0	0	0	0	0	0	0	0	0	0	0
23	Gir Somnath	1	1	0	0	0	0	0	0	0	0	0	1	0
24	Jamnagar	5	4	0	0	1	0	1	0	0	0	0	0	0
25	FC,Jamnagar	1	1	0	0	0	0	0	0	0	0	0	0	0

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26	Junagadh	2	1	0	0	1	0	0	0	0	0	0	0	0
27	Kheda	4	3	0	0	1	0	1	0	0	0	0	0	0
28	Kachchh	3	1	0	0	1	1	0	0	0	0	0	0	0
29	Mahisagar	2	2	0	0	0	0	0	0	0	0	0	0	0
30	Mehsana	6	3	0	1	1	1	1	0	0	0	0	0	0
31	FC,Mahesana	1	1	0	0	0	0	0	0	0	0	0	0	0
32	Morbi	2	2	0	0	0	0	0	0	0	0	0	1	0
33	FC,Morbi	1	0	0	0	1	0	0	0	0	0	0	0	0
34	Narmada	1	0	0	1	0	0	0	0	0	0	0	0	0
35	Navsari	1	1	0	0	0	0	0	0	0	0	0	0	0
36	FC,Navsari	1	1	0	0	0	0	0	0	0	0	0	0	0
37	Panchmahals	4	2	0	1	0	1	1	0	0	0	0	0	0
38	FC,Panchmahals	2	2	0	0	0	0	1	0	0	0	0	0	0
39	Patan	3	3	0	0	0	0	1	0	0	0	0	1	0
40	Porbandar	1	1	0	0	0	0	0	0	0	0	0	0	0
41	FC,Porbandar	1	1	0	0	0	0	0	0	0	0	0	0	0
42	Rajkot	6	5	0	0	1	0	2	0	0	0	0	0	0
43	FC,Rajkot	2	2	0	0	0	0	0	0	0	0	0	0	0
44	Sabarkantha	2	2	0	0	0	0	1	0	0	0	0	0	0
45	FC,Sabarkantha	1	1	0	0	0	0	0	0	0	0	0	0	0
46	Surat	7	5	0	1	1	0	2	0	0	0	0	1	0
47	FC,Surat	4	3	0	0	1	0	1	0	0	0	0	0	0
48	Surendranagar	2	2	0	0	0	0	0	0	0	0	0	0	0
49	FC,Surendranagar	1	1	0	0	0	0	0	0	0	0	0	0	0
50	Tapi	1	1	0	0	0	0	0	0	0	0	0	0	0
51	Vadodara	10	4	1	1	3	1	1	0	0	1	0	0	1
52	FC,Vadodara	1	1	0	0	0	0	0	0	0	0	0	0	0
53	Valsad	4	2	0	1	1	0	1	0	0	0	0	0	0
TOTAL →		204	120	7	22	42	13	31	1	4	8	2	9	2

Note : MMC – Metropolitan Magistrate Court; CCC – City Civil Court; FC – Family Court

STATEMENT SHOWING TOTAL NUMBERS OF VACANCIES VIS-A-VIS THE VARIOUS RESERVED CLASSES/CATEGORIES, FOR THE POSTS OF GUJARATI STENOGRAPHER GRADE-III, ON THE ESTABLISHMENTS OF THE DISTRICT COURTS, IN THE STATE OF GUJARAT :

Sr. No.	Name of the Establishment	Total Vacancies for Direct Recruitment	Category-wise Vacancies to be filled by Direct Recruitment					Posts reserved for Women out of Category-wise Vacancies					Out of Total Vacancies Reservation for	
			Gen	SC	ST	SEBC	EWSSs	Gen	SC	ST	SEBC	EWSSs	Persons with benchmark disability	Ex-Service man
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
1	Ahmedabad	22	10	2	2	6	2	3	0	0	2	0	0	2
2	Amreli	5	4	0	0	1	0	1	0	0	0	0	0	0
3	Anand	14	8	0	2	3	1	3	0	1	1	0	1	1
4	Aravalli	10	4	1	1	3	1	1	0	0	1	0	0	1
5	Banaskantha	11	4	1	2	3	1	1	0	1	1	0	0	1
6	Bharuch	8	3	1	1	2	1	1	0	0	1	0	0	1
7	Bhavnagar	4	2	0	1	1	0	0	0	0	0	0	0	0
8	Botad	4	3	0	0	1	0	1	0	0	0	0	0	0
9	Chhota Udepur	1	1	0	0	0	0	0	0	0	0	0	0	0
10	Dahod	5	2	0	1	1	1	0	0	0	0	0	0	1
11	Devbhumi Dwarka	2	2	0	0	0	0	1	0	0	0	0	0	0
12	Gandhinagar	20	8	2	3	5	2	3	1	1	2	1	1	2
13	Gir Somnath	1	1	0	0	0	0	0	0	0	0	0	1	0
14	Jamnagar	10	6	0	1	2	1	2	0	0	1	0	0	1
15	Junagadh	7	3	1	0	2	1	1	0	0	1	0	0	0
16	Kheda	11	5	1	1	3	1	2	0	0	1	0	0	1
17	Kachchh	12	5	1	2	3	1	2	0	0	1	0	0	0
18	Mahisagar	1	1	0	0	0	0	0	0	0	0	0	0	0
19	Mehsana	8	4	0	1	2	1	1	0	0	0	0	0	1
20	Morbi	3	3	0	0	0	0	0	0	0	0	0	1	0
21	Narmada	4	0	1	2	1	0	0	0	1	0	0	0	0
22	Panchmahals	4	2	0	1	0	1	1	0	0	0	0	0	0
23	Patan	5	2	0	1	1	1	1	0	0	0	0	0	0
24	Porbandar	3	2	0	0	1	0	0	0	0	0	0	0	0
25	Rajkot	26	13	1	3	7	2	4	0	1	2	1	1	0
26	Sabarkantha	6	5	0	0	1	0	2	0	0	0	0	0	1
27	Surat	26	13	1	3	7	2	4	0	1	2	1	2	3
28	Surendranagar	8	5	0	1	2	0	2	0	0	0	0	0	0
29	Tapi	4	3	0	0	1	0	1	0	0	0	0	0	0
30	Vadodara	12	5	1	2	3	1	2	0	1	1	0	0	1
31	Valsad	10	5	1	1	2	1	2	0	0	1	0	0	1
TOTAL →		267	134	15	32	64	22	42	1	7	18	3	7	18