

HIGH COURT OF GUJARAT AT SOLA, AHMEDABAD

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

ADVERTISEMENT NO. RC/1434/2022 (I) AND
NO. RC-ILC/1434/2022 (II)

**CENTRALIZED RECRUITMENT TO THE POSTS OF
ENGLISH STENOGRAPHERS (GRADE-II & III)**

**IN THE SUBORDINATE COURTS AND
ENGLISH STENOGRAPHERS (GRADE-II)**

IN THE INDUSTRIAL & LABOUR COURTS IN THE STATE OF GUJARAT

| | |
|--|---|
| Starting date for submission of On-line Application | 06/05/2024 (12:00 hours) |
| Closing date for submission of On-line Application | 26/05/2024 (23:59 hours) |
| TENTATIVE Schedule for Examination / Test | |
| English Stenographer Grade-II (Class-II) & Grade-III (Class-III) <i>(Examinations / Tests will be conducted in Different Sessions)</i> | |
| Elimination Test (Objective Type-MCQs) | 16/06/2024 (Sunday) |
| Stenography / Skill Test | In the Month of July, 2024 |
| Viva-voce Test (Oral Interview) | In the Month of August/September, 2024 |

The High Court of Gujarat invites **On-line Applications**, from the eligible candidates, for filling up a total **244 + 1 = 245** vacancies, on the establishments of the **Subordinate Courts and 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. Subordinate 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 |
| English Steno. Grade-II (Class-II) Pay Matrix of Rs.44,900- 1,42,400/- | 122 | 77 | 3 | 12 | 25 | 5 | 16 | - | 1 | 4 | 1 | 5 | 2 |
| English Steno. Grade – III (Class-III) Pay Matrix of Rs.39,900- 1,26,600/- | 122 | 62 | 5 | 17 | 27 | 11 | 15 | - | 5 | 7 | 2 | 4 | 8 |
| TOTAL → | 244 | 139 | 8 | 29 | 52 | 16 | 31 | - | 6 | 11 | 3 | 9 | 10 |

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 |
| English Steno. Grade-II (Class-II) Pay Matrix of Rs.44,900-1,42,400/- | 1 | 1 | - | - | - | - | - | - | - | - | - | - | - |
| TOTAL → | 1 | 1 | - | - | - | - | - | - | - | - | - | - | - |

Notes :

- a) For the aforesaid posts, where there is no vacancy in SC/ST/SEBC/EWSs Categories, the Candidates belonging such categories can apply for the respective post(s) 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) Only Differently Abled Persons (PH) belonging to Orthopedically Handicapped (Locomotor Disability) Category can apply for the said posts in view of the nature of job and proviso to **Section-34** of 'The Right to Persons with Disabilities Act, 2016'.
- 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 Subordinate Courts), is annexed hereto at **Annexure-"A"**, at Page No.15 & 16.
- d) The High Court reserves its right to **adjust/alter** the number of vacancies notified.

2. ELIGIBILITY CRITERIA :

(As on 26/05/2024, i.e. Last Date for submitting the Online Application)

| Post | Qualifications |
|--|--|
| English 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 English Short Hand 120 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. |
| English 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 English Short Hand 100 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 LIMITS :

(As on 26/05/2024, i.e. Last Date for submitting the Online Application)

- (a) A Candidate applying for English Stenographer Grade-II, shall not be less than **21 years** and not more than **40 years** of age and for English Stenographer Grade-III, shall not be less than **21 years** and not more than **35 years** of age, as on **26/05/2024** i.e. 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 **26/05/2024** i.e. 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 :

- (a) Candidate has to pay **separate Fees for each post** and Fees **paid between 06/05/2024 to 26/05/2024** (both days inclusive) shall be considered as **VALID**.
- (b) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Economically Weaker Sections, Differently Abled Persons (PH) and Ex-Servicemen** shall be required to pay Fees of **Rs.750/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.1500/-** plus the usual Bank Charges via the payment option on the Application Portal through **SBI e-Pay**.
- (c) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment **i.e. Online Payment or SBI-Branch : Cash-Challan (Offline)** (Challan will be generated Online at SBI e-Pay Website).
- (d) Requisite Examination Fees, can be paid through either Mode i.e. Online (from **06/05/2024 to 26/05/2024**) or Offline (SBI-Branch : Cash-Challan) (till the Challan Expiry Date) and the same shall be considered as **VALID**.
- (e) In case of Online Payment Mode, after successful payment, Candidate will get **e-Receipt** of the same. However, if Transaction / Payment fails due to any technical reasons, follow the Instructions thereat.

Note: *e-Receipt will be generated at the respective time ONLY, soft copy as well as hard copy thereof should be preserved.*

- (f) **If Cash-Challan (Offline) Option is selected**, Candidate is required to take printout of 'Challan' in **Two Copies** and pay the requisite Fees before the Challan Expiry Date, at any of the SBI Branch, by submitting the said Challan to the Bank. The Concerned Bank Branch will retain one Copy of the 'Challan' and return the other Copy to the Candidate.

Note: *Payment of Fees cannot be made after the specified expiry Date & Time Mentioned in the Cash-Challan.*

- (g) Candidates are advised to **preserve** the copy of the **e-Receipt / Cash-Challan** till the conclusion of the Recruitment Process.

- (h) 'Online Application', submitted by the Candidate, will be considered as **VALID** Application, only after he/she remits the Examination Fees, as required, in the State Bank of India through **SBI e-Pay**, before due time.
- (i) Fees paid by **any other mode**, will NOT be accepted.
- (j) Fees once paid, shall **NOT be Refunded** OR shall **NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.
- (k) **No correspondence/communications/Calls**, should be made, to the High Court, on this count.

6. SCHEME OF EXAMINATION :

The Competitive Examination shall consist of :

| | |
|---|-------------|
| [A] Elimination Test (Objective Type- MCQs) | [100 Marks] |
| [B] Stenography / Skill Test | [70 Marks] |
| [C] Viva-voce Test (Oral Interview) | [30 Marks] |

(A) **Elimination Test (Objective Type-MCQs) [100 Marks – 75 Minutes] :** **[Tentatively scheduled on 16/06/2024 (Sunday)]**

- (i) **Elimination Test** (Objective Type-MCQs) 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, except otherwise Questions in Gujarati. Duration of the Test shall be **75 Minutes**.
- (ii) **Syllabus for Elimination Test** : General Knowledge, English Language & Grammar, Gujarati Language & Grammar, Current Affairs, Numerical & Mental Ability and Computer Fundamentals/Operation, etc.
- (iii) The Elimination Test (Objective Type-MCQs) shall be administered through **Computer Based Test (CBT)** and shall be evaluated through Response Sheets of the exam by way of software, ensuring minimal human intervention in the evaluation process. Therefore, re-evaluation, rechecking/re-assessment, will not be entertained by the High Court.
- (iv) The Candidates shall have to secure **minimum 50% in the Elimination Test** and only those qualifying thereat, 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/Skill Test : [Tentatively scheduled in the month of July, 2024]

- (i) **Stenography Test shall be 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 |
|------------------------------------|-----------------------------------|----------------|--------------------|-------------------|--------------------------|
| English Steno. Grade-II (Class-II) | 4 minutes | 2 | 120 w.p.m. | 480 | 50 minutes |
| English Steno. Gr.III (Class-III) | 4 minutes | 2 | 100 w.p.m. | 400 | 50 minutes |

- (ii) Candidate shall have to write 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.

(C) Viva-voce Test :

[Tentatively scheduled in the month of August, 2024 / September, 2024]

- (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 and post, will be prepared on the basis of order of Merit of **Aggregate Marks** obtained by the Candidates in **Stenography/Skill Test** and the **Viva-voce Test**. The number of candidates to be included in the respective Select List 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 Subordinate Court 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) The Candidate will have to initially select the Establishment(s) for which he/she wish to apply by giving priority/preference, viz. Subordinate Courts and/or Industrial/Labour Courts or No Preference (i.e. Candidate wish to apply for only One Establishment). For the establishment of Subordinate Courts, the Candidate will have to opt for Three Districts, of his/her choice, indicating the precedence of their preferences, for being appointed to the post in question and the Fourth District will be determined by the High Court, depending upon the availability of vacancies against the relevant category of that particular post, in accordance with the merit.

For Industrial/Labour Courts, precedence of District is not required. Further, if a Candidate select Subordinate Court as his/her 2nd Preference, he/she will have to opt for Three Districts as above.

- (f) For Subordinate Court 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 Priority / preference of Establishment / 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 infeasible right of Posting qua the Establishment / Districts 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.

- (g) On the basis of recommendations made by the Committee, the Principal Judicial Officer of the District shall issue **Appointment Letter** to the concerned candidate.
- (h) For Industrial & Labour Court establishments, the Select List of candidates recommended for appointment shall be forwarded to the President, Industrial Court, Ahmedabad. Such List 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.
- (i) 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 List in question.
- (j) 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.
- (k) 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 :

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 offense 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 Competitive 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.

- (f) if he/she may be found in **possession** with any **electronic gadget(s)/examination material and/or indulging in unfair practices, during any of the Examination / Test.**

9. HOW TO APPLY :

- (a) Before filling-up the '**On-line Application**', Candidate is advised to **thoroughly read and understand the Detailed Advertisement** and the Instructions therein and should ensure that he/she fulfills all the **eligibility criteria and other norms** mentioned above and that the particulars filled-in by him/her are **true and correct** in all respects.

In case, it is detected at any stage of Recruitment Process or even after Appointment, that a Candidate does/did not fulfill the eligibility criteria/ norms and/or that he/she has/had **suppressed / twisted or truncated any material facts**, his/her **Candidature** shall be liable to be **Cancelled**. If, any of these shortcomings is/are detected even after **Appointment**, his/her service will be liable to be **terminated** with immediate effect.

- (b) Candidate should have his/her own/family member's 'registered' **Mobile Number** and the same should be kept active during the entire Recruitment Process as SMS alerts for the various Tests are also likely to be sent on the said Mobile Number, registered in the 'On-line Application'.

- (c) ***Image Instructions*** : *The Candidate will be required to upload Scanned copies of their recent passport size photo as well as their signature. The Image must not include other objects or additional people. Ensure that you are the only person in the picture. The image must contain the full face, ears, neck and shoulders of the entrant in frontal view with a neutral, non-smiling expression and with eyes open and directed at the camera. The photograph should be of a passport size and colored with white background. Size of the image should be minimum 80kb and maximum 200kb Image should be in .jpg format only. Scanner dpi should be 200 dpi. File dimension must be 3.5cm x 4.5cm.*

Note :(i) *The Photograph should not be older than six months.*

- (ii) *The Photograph uploaded by the Candidate may be verified by the Authority at any stage of the Recruitment Process and any mismatch would lead to disqualification of the candidature of the candidate concerned.*

(d) **Steps for submitting Online Application.**

- i. Visit the HC-OJAS portal and click on the links available to apply on the home page/visit the current opening sections and click on APPLY NOW.
- ii. Read the instructions on the portal carefully.
- iii. Candidate must register them self on this portal before being able to apply for the post. Candidate must use their basic details along with a valid mobile no. and email id for being able to register on the portal. Candidate can register only once on the said portal. The mobile no./email id of the candidate will be validated via a One Time Password.
- iv. Candidate must verify their basic information before submitting their registration form. Basic details once registered cannot be changed.
- v. On successful registration a Registration Number will be provided to the candidate on the screen. An Email and SMS containing the Registration Number/Login ID and Password will also be shared.
- vi. Once registered the candidate must click on “POST SELECTION” and apply for the post. Candidate must read the instructions carefully before filling out the application form.
- vii. On successfully applying an application number and a Confirmation number will be provided to the candidate. Both the application number as well as the confirmation number must be preserved for future reference and use, till the conclusion of the recruitment process.
- viii. All applications made would be considered valid only after completion of the payment process.

For any further information kindly click on HOW TO APPLY link available on HC-OJAS Website.

- (e) **Please note** that the above is the general procedure for applying On-line. **No other mode** of Application or incomplete Application(s) shall be accepted and in such cases, the Application(s) are liable to be rejected outright.
- (f) A Candidate shall not apply **more than once**, for the respective post, for any reason at all.

10. GENERAL INSTRUCTIONS :

- (a) **Candidates should not contact the High Court Registry by Phone calls/Personal Visits**, for making general queries. They should keep checking the High Court-OJAS Websites for updates, and/or 'Detailed Advertisement'/SMS Alerts on their registered Mobile/Cell Number. **No Phone Calls/Personal Visits, shall be entertained.**

Note: For general assistance, during the '**Online-Application-Window period**', the Candidates may contact the **Registry of the concerned District Court/Establishment.**

- (b) Benefit(s) of **Relaxation** in Upper Age Limit/Examination Fees/Reservation shall be granted to the Candidates belonging to Reserved Categories i.e. SC/ST / SEBC / EWS / PH (only Orthopedically Disabled) / Women / Ex-Servicemen, provided that requisite Certificate in respect thereof, as the case may be, issued by the Competent Authority, is produced by the Candidate as and when called for. **In case of SEBC/EWS Candidates, while applying Online, the Candidate should possess a VALID Non-Creamy Layer Certificate or EWS Certificate issued by the Competent Authority of the State. The Candidate shall have to produce such Original Certificate (mentioned in the Online Application Form) as and when called for.** The final decision, as to the suitability of a Candidate, for the Post, shall rest with the High Court.
- (c) For Subordinate Courts establishments, a Candidate will have **to opt for Three Districts, of his/her choice, indicating the precedence of their preferences, for being appointed to the post in question** and the **Fourth District** will be determined by the High Court, depending upon the availability of vacancies against the relevant category of that particular post, in accordance with the merit.

Note: Preferences for Districts once selected by the Candidate cannot be changed under any circumstances.

- (d) The Candidate who has **successfully submitted Online Application**, shall only be eligible for appearing at the Stenography / Skill Test.
- (e) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Examination / Test shall be final. No candidate, to whom **Call Letter** has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Stenography/Skill Test and/or Viva-voce Test (Oral Interview).
- (f) The List of **Eligible/Qualifying Candidates** will be placed on **High Court website** as well as on **HC-OJAS Portal, at the relevant time.**

- (g) Candidate shall be required to download his/her e-Call-Letter from Website - <https://hc-ojas.gujarat.gov.in> or from any links provided on the portal during the preceding week of the examinations. Entry in the Examinations shall not be permitted in any case, 15 minutes prior to start of Examinations.
- (h) The Stenography/Skill Test and/or Viva-voce Test (Oral Interview) will be conducted at Ahmedabad. The Candidate shall have to appear **at their own expenses**, to-and-fro, for the respective Tests, if called for, at the place and time that may be decided by the High Court.
- (i) Biometric information of all the Candidates shall be captured. Identity checks will be made upon arrival at Examination Centre to ensure that there are no unauthorized candidates appearing in the examination/text. Candidates are required to co-operate with the staff for security checks.
- (j) **Entry in the Compound of the Examination Centre with Mobile/Cell Phone, Tablets, Laptop, Electronic Gadgets etc. is strictly prohibited. No arrangement for safe keeping, will be arranged, which may kindly be noted.**

Note: *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 / Examination Material, influencing any Official concerned with the Examination Process, will be debarred from the present Recruitment Process for any number of years or permanently, as may be decided by the High Court.*

- (k) At every stage of examination, Candidate shall produce, **Identity proof** i.e. Election Card / PAN Card / valid Driving License / valid Passport / Aadhaar Card **or** any other Photo ID Card issued by the Government Department / Agency **in original**, along with the '**Call Letter-cum-Admission Slip**'.

Note: *No Candidate shall be allowed to appear in any Examination/ Test without showing any of the above Identity Proof in original.*

- (l) Results of successful Candidates in respective Examination/Test will be published on High Court Websites.
- (m) **ONLY** after conclusion of the Recruitment Process, Results (Marks) of each stage of Examination, shall be made available to each Candidate, except the Candidates disqualified at either of the examination stage, by providing a link to a webpage on the HC-OJAS Website- <https://hc-ojas.gujarat.gov.in>, with individual password (OTP- One Time Password) via, SMS on his/her Registered Mobile Number or any other mode as decided by the High Court.
- (n) **Mere success** in the Examination / Test 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. Candidates are advised not to get allured by various claims by any person/s who promise/s to get them selected unlawfully by illegal means.

- (o) The selected candidates shall not be appointed / continued on long term, unless the **Medical Authority** specified by the High Court, certifies them to be fit to discharge the duties ascribed to the post in question.
- (p) **In case any FIR/Criminal Case(s)/Complaint(s) has been filed against any Candidate, the decision of the High Court of Gujarat with respect to candidature of the Candidate, would be final and binding to such Candidate.**
- (q) **In case of any medical emergency, any Candidate seeking facility of Scribe, he/she should apply in writing, well in advance i.e. a week before the date of Elimination Test (Objective Type-MCQs) and he/she should have to pay the requisite Fees for the same. The Scribe will be provided by the High Court ONLY. Further, the Candidate has to submit necessary medical certificate in support thereof.**
- (r) Candidate is required to **enter all the required / essential qualifications** and if applicable, caste certificate, certificate of disability, certificate of discharge in case of ex-serviceman, etc., **at the time of applying.**
- (s) 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 alongwith e-Receipt / Challan.
 - (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 English 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**, as entered in the Online Application.

- (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/Public Sector Undertaking.
- (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 at Para 10 (k).

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 : 04/05/2024

Sd/-

Registrar (Recruitment)

ANNEXURE-A

STATEMENT SHOWING TOTAL NUMBERS OF VACANCIES VIS-A-VIS THE VARIOUS RESERVED CLASSES/CATEGORIES, FOR THE POSTS OF ENGLISH STENOGRAPHER GRADE-II, ON THE ESTABLISHMENT OF THE SUBORDINATE 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 | PH | Ex-Service man |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 1 | Ahmedabad | 3 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 2 | CCC,Ahmedabad | 21 | 11 | 1 | 3 | 4 | 2 | 4 | 0 | 1 | 1 | 1 | 1 | 0 |
| 3 | FC,Ahmedabad | 4 | 1 | 0 | 1 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 |
| 4 | SCC,Ahmedabad | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Amreli | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 6 | FC,Amreli | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7 | Anand | 3 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | FC,Anand | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Aravalli | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Banaskantha | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | Bharuch | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12 | Bhavnagar | 7 | 3 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 13 | Botad | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | Chhota Udepur | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 15 | Dahod | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 16 | FC,Dahod | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | Devbhumi Dwarka | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | FC,Devbhumi Dwarka | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | Gandhinagar | 5 | 2 | 0 | 1 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | Gir Somnath | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 21 | Jamnagar | 4 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | Junagadh | 3 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 23 | Kheda | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | Kachchh | 4 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 25 | Mehsana | 4 | 2 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 26 | FC,Mahesana | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 27 | Morbi | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 28 | Narmada | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 29 | Navsari | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 30 | FC,Navsari | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 31 | Panchmahals | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 32 | Patan | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 33 | Porbandar | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 34 | Rajkot | 9 | 6 | 0 | 1 | 2 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| 35 | FC,Rajkot | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 36 | Sabarkantha | 2 | 2 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 37 | FC,Sabarkantha | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 38 | Surat | 5 | 4 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0 |
| 39 | FC,Surat | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 40 | Surendranagar | 4 | 3 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 41 | Vadodara | 8 | 3 | 1 | 1 | 2 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 1 |
| 42 | FC,Vadodara | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 43 | Valsad | 3 | 2 | 1 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL:- | 122 | 77 | 3 | 12 | 25 | 5 | 16 | 0 | 1 | 4 | 1 | 5 | 2 |

STATEMENT SHOWING TOTAL NUMBERS OF VACANCIES VIS-A-VIS THE VARIOUS RESERVED CLASSES/CATEGORIES, FOR THE POSTS OF ENGLISH STENOGRAPHER GRADE-III, ON THE ESTABLISHMENT OF THE SUBORDINATE 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 | PH | Ex-Service man |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 1 | Ahmedabad | 8 | 3 | 1 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 2 | Amreli | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 3 | Anand | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4 | Aravalli | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 5 | Banaskantha | 12 | 5 | 1 | 2 | 3 | 1 | 2 | 0 | 1 | 1 | 0 | 0 | 1 |
| 6 | Bharuch | 12 | 5 | 1 | 2 | 3 | 1 | 2 | 0 | 1 | 1 | 0 | 0 | 1 |
| 7 | Bhavnagar | 3 | 2 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 8 | Botad | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9 | Dahod | 2 | 1 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 10 | Gandhinagar | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11 | Gir Somnath | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 12 | Kheda | 5 | 3 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 13 | Kachchh | 5 | 2 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 14 | Mehsana | 8 | 4 | 0 | 1 | 2 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 |
| 15 | Morbi | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 |
| 16 | Navsari | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 17 | Panchmahals | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 18 | Patan | 3 | 2 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| 19 | Porbandar | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 20 | Rajkot | 9 | 6 | 0 | 1 | 2 | 0 | 2 | 0 | 0 | 1 | 0 | 0 | 0 |
| 21 | Sabarkantha | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 22 | Surat | 22 | 11 | 1 | 3 | 5 | 2 | 4 | 0 | 1 | 2 | 1 | 1 | 2 |
| 23 | Surendranagar | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 24 | Vadodara | 17 | 4 | 1 | 5 | 5 | 2 | 1 | 0 | 2 | 2 | 1 | 1 | 1 |
| 25 | Valsad | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | TOTAL:- | 122 | 62 | 5 | 17 | 27 | 11 | 15 | 0 | 5 | 7 | 2 | 4 | 8 |