

**INFORMATION BULLETIN
FOR THE RECRUITMENT OF VARIOUS POSTS
IN THE
HIGH COURT OF GUJARAT (HCG)**

Conducted by:

NATIONAL TESTING AGENCY (NTA)

An Autonomous Organization under the Deptt. of Higher Education,

Ministry of Education, Government of India

First Floor, NSIC MDBP Building, NSIC Okhla, New Delhi-110020

CHAPTER-1

INTRODUCTION

The Gujarat High Court is the High Court of the State of Gujarat. It has jurisdiction over the entire state of Gujarat.

The High Court of Gujarat intends to fill up various posts including anticipated posts on Direct Recruitment basis in the High Court of Gujarat, District Courts Establishments, Industrial Courts and Labour Courts under Recruitment Drive 2024

In this regard, the High Court of Gujarat had already issued the Detailed Vacancy Advertisement on its official Website, <https://gujarathighcourt.nic.in/> and "<https://hc-ojas.gujarat.gov.in>". Accordingly, the Gujarat High Court has decided to open the Portal for inviting online applications from the interested and eligible candidates.

The National Testing Agency (NTA), on behalf of the Gujarat High court has developed an online Portal for inviting online application(s) from Indian Citizens who are interested & eligible for filling up of the various Posts on Direct Recruitment basis, in the prescribed application form available on the Websites: <https://exams.nta.ac.in/HCG/> as per the details mentioned in the detailed Vacancy Advertisement under Notification for Direct Recruitment Drive 2024 for various Posts in the High Court of Gujarat, District Courts Establishments, Industrial Courts and Labour Courts.

The Detailed Vacancy Advertisement (post wise) has been uploaded on the Website so that the Candidate may read the eligibility criteria before applying for any post/posts.

In view of above, Online Applications are invited for filling up of the Post(s) in the High Court of Gujarat, District Courts Establishments, Industrial Courts and Labour Courts.

NOTE : The crucial date for determining the Eligibility will be the Closing Date of online Application Form, i.e. 15.06.2024

- 1.1 Candidate can apply for the above posts through "Online" mode only.
- 1.2 The Application Form in any other mode shall not be accepted.
- 1.3 **ONLY ONE APPLICATION** is to be submitted by a candidate for the post.
- 1.4 In case more than one Application i.e. multiple Application Forms are submitted by a single and the same candidate, then the last application form submitted by such candidate shall only be taken into account.

TENTATIVE IMPORTANT DATES

Online Submission of Application Form through Website https://exams.nta.ac.in/HCG/	22.05.2024 (Wednesday) to 15.06.2024 (upto 11:50 p.m.) (25 days)
Last date of successful transaction of fee through Credit/Debit Card/Net Banking/UPI	15.06.2024 (upto 11:50 p.m.)
Correction in Particulars of Application Form on the website only *	17.06.2024 to 19.06.2024 (upto 11:50 p.m.)
Downloading of Admit Cards from NTA website	Will be announced later on website
Date of Examination	Will be announced later on website
Website(s)	https://exams.nta.ac.in/HCG/ https://gujarathighcourt.nic.in/ https://hc-ojas.gujarat.gov.in

Fee Payable**[I] High Court of Gujarat**

Sl. No.	Post Name	General-UR	SC, ST, SEBC (OBC-NCL), EWS of the State of Gujarat, Persons with Disability & Ex-Serviceman
1	English Stenographer Grade II	1500	750
2	Deputy Section Officer	1500	750
3	Computer Operator (IT Cell)	1500	750
4	Driver	1000	500
5	Court Attendant	1000	500
6	Court Manager	2500	1250

[II] District Courts, Industrial Courts and Labour Courts

Sl. No.	Post Name	General-UR	SC, ST, SEBC (OBC-NCL), EWS of the State of Gujarat, Persons with Disability & Ex-Serviceman
1.	Gujarati Stenographer Grade -II	1500	750
2.	Gujarati Stenographer Grade -III	1500	750
3.	Process Server/ Bailiff	1500	750

Note: SC, ST, SEBC(OBC-NCL), EWS of the State of Gujarat, Persons with Disability & Ex-Serviceman fees will be half of the General category.

Note: Any tax/Bank Transaction Charges will be borne by the candidate.

CHAPTER-2

REGISTRATION AND APPLICATION PROCESS

2.1 Instructions for filling Online Application Form

Candidates have to apply “**ONLINE**” only for the Non-Teaching Posts by accessing the website: <https://exams.nta.ac.in/HCG/>. The Applications other than online mode will not be accepted in any case. Only one application is to be submitted by a candidate.

2.2 It is suggested that the candidate should keep the following ready before filling of the online Application Form:

- A computer/Laptop with proper internet connectivity,
- The particulars of a valid Government ID proof,
- The Date of Birth (as mentioned in Class X Board Certificate),
- Govt. Identity Details like Aadhar Number (last 4 digits)/ Election Card (EPIC No.) / Passport number Bank Account Number /PAN Number/ Other valid Govt. IDs,
- Educational Qualification details,
- Actual category viz. General (UR) / OBC / SC / ST/EWS as the case may be, correctly mentioned in the relevant column,
- Scanned clear passport photograph in JPG format (size between 10 kb–200 kb) either in colour or black and white with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles.
- Scanned clear signature in JPG/JPEG format (size between 10kb–30kb),
- A valid e-mail ID as important communications will be made in this e-mail ID,
- A valid mobile number as important information via SMS will be sent to this number
- Advertisement may be downloaded and read carefully by the candidate that to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.
- Whether they fulfill the eligibility conditions for the Examinations as prescribed.
- In order to avoid correction in the particulars at a later stage, the candidate should **exercise utmost caution while filling up the details in the Application Form.**

2.3 Following Steps may be followed to apply online:

Step-1: Register for Online Registration using your own Email ID and Mobile No. and note down the system generated Registration Number.

Step-2: Complete the Online Application Form and note down the system generated Registration Number.

Upload legible scanned images of:

- (i) a recent photograph (in jpg/ jpeg file, size 10Kb–200Kb);
- (ii) candidate's signature (file size: 10kb-30kb);
- (iii) Category Certificate (file size: 10 kb to 300 kb);
- (iv) Driving Licence (wherever applicable) (file size: 10 kb to 300 kb);

Step-3: Pay prescribed fee online through Net Banking/Debit Card/Credit Card
(There is no provision for payment through e-challan/cash).

All the 3 Steps can be done together or at separate timings.

2.4 Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee submission. If the fee is deposited in Bank after prescribed last date for fee submission, the candidature of the candidate will be rejected on the ground of non-payment of examination fee. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted in anyway.

2.5 After the submission of Online Application Form (i.e. successful completion of Step-3), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated only after successful payment by the Candidate.

2.6 In spite of above, if successful transaction is not reflected on the Portal, it means transaction is not complete and candidate may pay second time and ensure OK status. However, any duplicate payment received from the candidate by NTA in course of said transactions will be refunded (in the same payment mode through which the duplicate payment is received), after fee reconciliation by NTA.

Note:

- i. *The final submission of Online Application Form will remain incomplete if Step – 2 and Step–3 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained.*
- ii. *No request for refund of fee once remitted by the candidate will be entertained.*
- iii. *The entire application process is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.*
- iv. *Candidates are advised to keep visiting the official websites i.e. <https://exams.nta.ac.in/HCG/> regularly for latest updates and to check their e-mails.*
- v. *All the candidates who have submitted the online Application and paid the Examination fee till last date will be provisionally allowed to appear for the examination and their admit cards will be uploaded on the website.*
- vi. *NTA neither verifies the information filled by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.*
- vii. *The certificates of educational qualification and category (if applied under reserved category) will be verified by the competent authority of the High Court of Gujarat at the time of joining the services. The candidates are, therefore, advised to ensure their eligibility and the category (if applying under reserved category).*

viii. *Either NTA or HCG will, in no way, be responsible for any wrong/ incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/ e-mails/ WhatsApp Message/ Public Grievance in this regard will not be entertained by the NTA or the HCG.*

2.7 The Candidates are not required to send/submit the confirmation page of Online Application Form to the NTA/HCG. However, he/she is advised to retain the following documents with them as reference for future correspondence:

- At least four print outs of the Confirmation Page of Online Application Form.
- *Proof of fee paid.*
- Photographs (same as uploaded on the Online Application Form)–6 to 8 passport size photographs need to be kept aside.
- *The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.*

2.8 NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. Request for corrections made by any candidates through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/HCG.

2.9 NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.

2.10 The entire application process for the aforementioned post is online including uploading of scanned images, payment of fees and printing of confirmation page, admit card etc.

2.11 Usage of Data and Information: NTA/HCG can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use.

CHAPTER-3

GENERAL INSTRUCTIONS

- 3.1 The NTA/HCG reserves right to alter the number of Vacancies; Modify Examination Process and fix the minimum Cut Off marks/Qualifying Criteria/Evaluation Criteria without assigning any reason thereof. Vacancies calculated and indicated in Advertisement are subject to change. All instructions are to be complied with strictly by the candidates.
- 3.2 Candidates should have their own Mobile Number and valid & active e-mail ID as NTA/HCG shall send all recruitment related communications only through SMS and e-mail. Candidates are advised to keep their personal email ID and mobile number active as all correspondence pertaining to examination will be communicated on email address and mobile number provided at the time of filling online application. Any request for change of mobile number and e-mail address will not be entertained at any stage.
- 3.3 The decision of HCG shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/ candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post and etc.
- 3.4 Reservation for various Categories and Classes [i.e. Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Physically Disabled Persons, Women, Ex-Servicemen & Economically Weaker Sections (EWSs)], shall be in accordance with the prevailing policies of the State Government. Candidate belonging to the Reserved Categories in the State of Gujarat Origin, shall only be eligible for Reservation / Relaxation benefits. Candidates are advised to refer the Post-wise Detailed Vacancy Advertisement issued by the High Court of Gujarat.
- 3.5 Candidates are advised to go through the NTA website <https://exams.nta.ac.in/HCG/> and/or www.gujarathighcourt.nic.in and <https://hc-ojas.gujarat.gov.in>. regularly for latest updated information and other references.
- 3.6 Candidate must carefully read the Instructions for filling Application Form online given in the Detailed Advertisement available on NTA and HCG official websites. Candidates not complying with the Instructions shall be summarily disqualified.
- 3.7 Information such as his/her Name, Contact details/Address, Email ID, Category, PwBD Status, Educational Qualification details, Date of Birth, etc. provided by the candidate in the Online Application Form shall be treated as FINAL. The Candidates shall fill their complete postal address with PIN Code for further correspondence.
- 3.8 Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by the HCG.
- 3.9 Center/City allocation will depend upon administrative/technical/logistical feasibility. Candidates may have to travel to other Cities of Gujarat State. The Examining Body reserves the right to allot any City/Centre to the Candidate.

3.10 The shortlisted candidate can be posted anywhere in the State of Gujarat or as decided by the High Court of Gujarat as per its policy.

3.11 Regarding Vacancies for District Courts, Industrial Courts and Labour Courts :

[A] Vacancies shall be filled in order of merit, first for District Courts Establishments and then for Industrial Courts and Labour Courts Establishments.

[B] Choice of Districts would be relevant only for the District Courts Establishments and has no relevance for Industrial Courts and Labour Courts Establishments.

3.12 **Examination Centers**

- I. The information about the examination centers will be given in the respective Admit Cards.
- II. NTA/HCG, however, reserves the right to cancel any of the Examination Centers and Examination City and/ or add some other Centers and City, at its discretion, depending upon the response, administrative feasibility, etc.
- III. NTA/HCG also reserves the right to allot any centre to the candidate.
- IV. No request for change of centre/venue/date/session/shift for Examination shall be entertained.
- V. Candidate will appear for the examination at an Examination Centre at her / his own risks and expenses and NTA/HCG will not be responsible for any injury or losses etc. of any nature.
- VI. No TA/DA will be paid to any candidate including SC/ST/PWD candidates for appearing in the examinations.

3.13 In case it is found at any time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/ her Application Form /Admit Card or he/she has tampered his/her Admit Card /result, these acts of the candidate shall be treated as Unfair Means (UFM).

3.14 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 or any other grounds which the NTA/HCG consider to be sufficient clause, his/her candidature shall stand cancelled without giving any reasons and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, their services may be liable to be terminated and he/she may be liable for criminal proceedings.

3.15 Looking to the nature of job, candidate with locomotor disabilities (not less than 40%) can only apply for the post. A Compensatory Time of 20 (Twenty) Minutes per Hour or otherwise advised shall be permitted for the candidates only with locomotor disability (not less than 40%), subject to production of the requisite certificate(s)/document(s).

Candidates who are eligible to use scribe or are eligible to have compensatory time will also be eligible for compensatory time including those who are allowed use of scribe but do not avail the facility.

Compensatory Time would also be allowed to the persons having less than 40% disability and having difficulty in writing as per definition of 2(s) of the RPwD Act, 2016 but not covered under definition of Section 2(r) of the Act.

- 3.16 No request for refund of fee once remitted by the candidate will be entertained either by NTA or by the HCG under any circumstances. Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the Date / Shift and time indicated in their respective Admit Cards, which would be issued in due course through official Websites.
- 3.17 Online Application Form cannot be withdrawn, once it is submitted successfully. The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, On- line Application Form, E-Admit Card and at least 08(eight) colored passport size photograph identical with the photograph uploaded in Online Application Form.
- 3.18 In case of multiple applications submitted by the candidate, the last application correct in all respect shall be accepted and fee deposited with earlier applications shall not be adjusted in any circumstances.
- 3.19 No hard copies of certificates/mark sheets are required to be submitted along with 'On-line Application Form'. Candidates shall have to produce all required documents pertaining to eligibility for verification as and when asked for by HCG, failing which he/she shall be disqualified.
- 3.20 Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- 3.21 Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz Adhaar Card /print out of E-Aadhar card, Voter I.D. Card, Permanent Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) along with the admit card issued to the candidate and shall produce the same on demand at the time of examination at the center.
- 3.22 No Objection Certificate (NOC) for serving employees: Candidates serving (including those undergoing induction training /probation) in any Government Department including Public Sector Undertakings may apply to their respective department. Shortlisted candidates should produce NOC from the employer at the time of Document Verification to be conducted by the HGC (as and when required) failing which their candidature will be cancelled by the HCG.
- 3.23 In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as per the law applicable.
- 3.24 No recommendation for selection either written or oral, other than those for whom required as per Rules applicable will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means shall disqualify him for appointment.

- 3.25 The candidates are required to fill in the Online Application Form with correct and complete information carefully. If any incomplete or false information is given, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, NTA/HCG may reject the candidature at any stage of the selection and may take all necessary action.
- 3.26 Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future. In due course of recruitment examination or in midway of process, neither any application under Right To Information Act, 2005 shall be entertained nor information shall be provided. Factual Information under R.T.I., Act shall be provided only after declaration of final result. Inferential questions or Speculative questions shall not be answered in RTI.
- 3.27 It is to be noted that if a candidate has been allowed to appear in the examination, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a candidate for appointment. The eligibility is subject to final verification by the Competent Authority of HCG. The candidate shall satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria on the last date for submission of Application Form.
- 3.28 Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and/or his/her Result, forfeiture of the certificate and even prosecution in appropriate cases.
- 3.29 Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as NTA/HCG may deem fit and proper including ban from future examinations.
- 3.30 Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.
- 3.31 Selection of the candidates shall be purely on the merit basis in a transparent way. Hence, the Candidate has to be careful of touts and job racketeers, who promise to get them selected unlawfully on illegal considerations/means. NTA/HCG **has not appointed any agent(s) or coaching advertisement for action on its behalf.** Candidates are warned against any such claims being made by persons/agencies. Candidates are selected purely as per merit. Beware of unscrupulous elements and do not fall in their trap. Candidates attempting to influence HCG directly or indirectly shall be disqualified and legal action can be initiated against them. **Candidates are advised to visit only the official website of NTA/HCG and beware of FAKE websites put up by unscrupulous elements/touts.**

- 3.32 Candidate must disclose the details in the Online Application Form, if any criminal proceeding has been initiated against him/her or First Information Report (FIR) is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.
- 3.33 The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and may be cancelled) and action/criminal proceedings as deemed fit may also be initiated.
- 3.34 (i) The NTA/HCG reserves right to alter the number of vacancies modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.
- (ii) The decision of NTA/HCG shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the posts etc.
- (iii) The NTA/HCG will not be responsible for any inadvertent error and reserves the right to correct such errors that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.
- (iv) **NTA/HCG reserves the right to conduct additional examination (as applicable) at any stage without assigning any reason;** and HCG also reserve the right to cancel any part or whole of the recruitment process at any stage for any or all of the categories notified in this notice without assigning any reason thereof.
- (v) Selected candidates have to execute Security and/or Indemnity Bond wherever necessary at the time of joining in HCG as and when required.
- (vi) NTA/HCG reserves the right to incorporate any subsequent changes/modifications/additions in the terms & conditions of recruitment under the notice as necessitated and applicable by issuing necessary addendum/corrigendum to this Employment Notification.
- 3.35 The vacancies calculated and indicated in the advertisement are subject to change.
- 3.36 In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand cancelled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.
- 3.37 **DISQUALIFICATION FOR APPOINTMENT :**
No person shall be eligible for appointment to the service –
- Unless he/she is a citizen of India.
 - 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.
 - 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 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) and/or indulging in unfair practices during any of the Examination / Test.
- g. The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.
- h. No person shall be recruited unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness.
- i. The decision of the HCG in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of selection, selection and posting of selected candidates will be final and binding on the candidates and no enquiry/correspondence will be entertained in this regard.
- j. Following person(s) shall not be eligible:
 - Who has entered into or contracted a marriage with a person having spouse living or
 - Who, having a spouse living, has entered into or contracted a marriage with any person.
- k. Provided that the Competent Authority of HCG may if satisfied that such marriage is permissible under the personal law applicable to such person and to the other party to the marriage and that there are other grounds for so doing, exempt any person from the operation of these regulations.
- l. No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

3.38 Selection Procedure :

There is a detailed Selection Procedure, Type/Stages of the Test, therefore, the Candidates are advised to refer the Post-wise Detailed Vacancy Advertisement.

CHAPTER-4

Legal Jurisdiction

All disputes pertaining to the conduct of HCG Examinations including results shall fall within the jurisdiction of Gujarat only. Further, any legal question arising out of the Examination shall be entertained only when raised within 30 days from the declaration of result. The Director (Administration) of the NTA shall be the official by whose designation the NTA may sue or be sued.