

HIGH COURT OF GUJARAT
AT SOLA, AHMEDABAD - 380 060.

Websites : www.gujarathighcourt.nic.in AND <https://hc-ojas.gujarat.gov.in>

ADVERTISEMENT NO. RC/B/1304/2020 (C.O.)

DIRECT RECRUITMENT OF COMPUTER OPERATOR (INFORMATION TECHNOLOGY CELL) ON THE ESTABLISHMENT OF THE HIGH COURT OF GUJARAT.

Starting date for submission of Online Application	25/01/2021 (12:00 hours)
Closing date for submission of Online Application	15/02/2021 (23:59 hours)
TENTATIVE SCHEDULE	
Elimination Test	11/04/2021 (Sunday)
Computer Aided Test	02/05/2021 (Sunday)
Viva-Voce Test	In the month of June-2021

The High Court of Gujarat invites '**Online Application**' from eligible Candidates for filling up a total of **19** vacant posts of **Computer Operator (Information Technology Cell)** in the Pay Matrix of **Rs.19,900-63,200/-** plus usual allowances as per the Rules, on the establishment of the High Court of Gujarat, by way of Direct Recruitment.

1. CATEGORY-WISE VACANCIES :

Total No. of post	Category-wise breakup					Category-wise breakup for women					Out of total vacancy Reservation for	
	General	SC	ST	SEBC	EWS	General (33% of Col.No.2)	SC (33% of Col.No.3)	ST (33% of Col.No.4)	SEBC (33% of Col.No.5)	EWS (33% of Col.No.6)	Ex-servicemen	PH
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
19	06	00	06	06	01	02	00	02	02	00	02	00

Note :

- *The Candidates belonging to SC Category can apply 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.*
- *As far as Differently Abled Persons are concerned, looking to the nature of job, the Visually Impaired Person cannot apply.*
- *The High Court reserves its rights to adjust/alter the number of vacancies notified.*

2. ELIGIBILITY CRITERIA :

[as on the Last Date for submitting Online Application i.e. 15/02/2021] :

(A) Essential Educational Qualification :

- (i) Bachelor's Degree in Computer Application/Information Technology / Computer Science or its equivalent from a recognized University or from an Institution duly recognized by the Gujarat Government / Central Government.

Or

- (ii) 03 years Diploma Course in Computer Science/Information Technology or its equivalent from a Polytechnic Institute duly recognized by the Gujarat Government / Central Government.

Or

- (iii) Bachelor's Degree or its equivalent from a recognized University;

And

- (iv) Diploma of at least one Year duration in Data Entry Operation/Computer Application/Computer Programming or its equivalent from a recognized University or from an Institute duly recognized by the Gujarat Government / Central Government.

Or

“O” Level Course from DOEACC Society.

(B) Age Limit :

- (i) A Candidate applying to the said posts, shall not be less than **18 years** and not more than **35 years** of age, as on the last date of submitting Online Application i.e. on **15/02/2021**.
- (ii) The Upper Age Limit may be relaxed as follows:

Sr. No.	Category	Age Relaxation
1.	Unreserved Candidates	-
2.	Employees working in Subordinate Courts of the State of Gujarat or any other High Court	05 Years OR to the extent of equal number of years for which service has been put in by him/her, whichever is less.
3.	ST, SEBC & EWS Candidates (of Gujarat origin ONLY)	5 Years
4.	Women Candidates	5 Years
5.	Differently Abled Persons	10 Years
6.	Ex-Servicemen	Actual service rendered plus 3 Years

- (iii) 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 15/02/2021 i.e. Last Date of submitting the 'Online Application'.

3. RESERVATION :

- (a) The Reservations for various Categories and Classes [i.e. 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.
- (b) Candidate belonging to the Reserved Categories in the State of Gujarat, shall only be eligible for Reservation / Relaxation benefits.

4. FEES AND MODE OF PAYMENT :

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially & Educationally Backward Classes, Economically Weaker Section, Differently Abled Persons (PH) and Ex-Servicemen** shall be required to pay Fees of **Rs.250/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.500/-** plus the usual Bank Charges via **“Print Application / Pay Fee”** Button through **SBI e-Pay**, provided on the webpage of HC-OJAS Portal- <https://hc-ojas.gujarat.gov.in>.
- (b) Carefully Read and Follow the Instructions/Help given thereat. Select the Mode of Payment **i.e. Online Payment or Cash-Challan (Offline)** (Cash-Challan will be generated Online at SBI e-Pay Website only).
- (c) 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.*

- (d) **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 expiry Date & Time mentioned in the Cash-Challan.*

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

- (f) Confirmed '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.
- (g) Requisite Examination Fees, can be paid through either Mode i.e. Online (from 25/01/2021 to 15/02/2021) or Offline (Cash-Challan) (till the Challan Expiry Date) and the same shall be considered as **VALID**.
- (h) Fees paid by **any other mode**, will NOT be accepted.
- (i) Fees once paid, shall **NOT be Refunded** OR shall **NOT be Adjusted** in any subsequent Recruitment Process, under any circumstances.
- (j) **No correspondence/communications/Phone Calls**, should be made, to the High Court, on this count.

5. **SCHEME OF EXAMINATION :**

The Competitive Examination shall consist of :

- | | |
|---|-------------|
| (A) Elimination Test (Objective Type- MCQs) | [100 Marks] |
| (B) Computer Aided Test | [80 Marks] |
| (C) Viva-Voce Test | [20 Marks] |

(A) **Elimination Test (Objective Type-MCQs) [100 Marks]**

[to be conducted tentatively on 11/04/2021 (Sunday)]

- (i) 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 (except the questions in Gujarati Language).

Duration of the Elimination Test shall be **02 (Two) Hours**.

Syllabus of Elimination Test :

- Computer Knowledge
 - General Knowledge
 - English Language
 - Numeric & Mental Ability
 - Analytical & Reasoning Skills
 - Indian History & Geography
 - Sports
 - Current Affairs
 - Gujarati Language
- (ii) 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.

- (iii) Candidates shall have to secure **minimum 50 Marks** in the Elimination Test and only those qualifying therein, may be called for Computer Aided Test.
- (iv) Marks obtained in the Elimination Test (Objective Type-MCQs) will NOT be considered for determining the merits, for preparing the Final Merit List.
- (v) The Objective-Type (MCQ) Elimination Test shall be administered through an OMR Sheet and shall be evaluated by OMR Sheet Scanning Machine and therefore, re-evaluation, rechecking/reassessment of OMR Sheets, will not be entertained by the High Court.

(B) Computer Aided Test [80 Marks] : (to be conducted tentatively on 02/05/2021) **(Duration of Test : 02 Hours)**

- (i) Syllabus of Computer Aided Test :
 - a) Windows & Linux
 - b) Microsoft Office & Open Office
 - c) Basic Knowledge of Computer
 - d) Basics of Computer Peripheral
 - e) Troubleshooting, Installation and Best Practices
 - f) Internet Technology
- (ii) The Computer Aided Test will be conducted at Ahmedabad at the Centre(s), which would be decided hereafter.
- (iii) Candidates shall have to secure **minimum 40% Marks** in the Computer Aided Test and only those qualifying therein, may be called for Viva-Voce Test.
- (iv) In case, large number of Candidates qualify in the Elimination Test / Computer Aided Test, it will be open for the High Court to restrict the number of Candidates as deemed necessary, according to Merit, for the Next Stage.

(C) Viva-Voce Test [20 Marks]: (to be conducted tentatively in the month of June-2021)

- (i) Viva-voce Test shall be of 20 Marks.
- (ii) Minimum qualifying Marks – 40%
- (iii) Suitability of the Candidates at the Viva-voce Test will be assessed on the basis of one's General Knowledge, Personality, Communication Skills and Basic Knowledge of Computer Application.

6. PREPARATION OF SELECT LIST & WAIT LIST :

- (a) The **Select List & Wait List** shall be prepared on the basis of Aggregate Marks obtained by the Candidates in the **Computer Aided Test & Viva-Voce Test**.

- (b) The **Wait List** would consist of **not more than 20%** of the Category-wise Candidates placed in the 'Select List' and shall be operated during the validity period of Select List / Wait List.
- (c) The **Select List / Wait List** shall remain in force for a period of 01 **(One) year**, 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 High Court not exceeding **One year**, so as to make appointment against such vacancies from the said Select List / Wait List.
- (d) Any Candidate who does not accept the offer of appointment within the time-limit, **shall lose his/her right to appointment** and the High Court shall operate the Select List / Wait List, as the case may be.
- (e) 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 High Court.

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 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)** during any of the **Examination/Test**.

8. **HOW TO APPLY :**

- (a) Before filling-up the '**Online Application**', Candidate is advised to **thoroughly read and understand the Detailed Advertisement** and the Instructions herein 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 before 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 'Online Application'.
- (c) Candidate should scan his/her **photograph** having **5 c.m. of height and 3.6 c.m. of width (15kb)** and **signature** having **2.5 c.m. of height and 7.5 c.m. of width (15kb)** in **jpg format** for uploading the same at relevant space in the Online Application.
- (d) Steps for submitting 'Online Application' through the '**OJAS**' **Module**:-
- 1) Fill-up all the Fields given in Online Application including mandatory Fields, carefully.
 - 2) '**Save**' the Online Application, by clicking '**Save**' button.
 - 3) Thereafter, a new pop-up window will appear, displaying the 'Application Number', meaning thereby the Application is saved successfully. Candidate shall, **note down the entire string of the Application Number** (e.g. **HCG/202021/83/11111**). By clicking '**Show Application Preview**' Button, on-screen preview of the Application will be displayed.
 - 4) Thereafter, by entering **Application Number and Date of Birth**, upload scanned **photograph** and **signature** at relevant space on the application and ensure that, the uploaded 'Photograph' & 'Signature', are distinctly recognizable, after uploading.

Note: Please ensure that the 'Scanned Signature' of the Candidate alone should be uploaded, as the same will be verified by the High Court, at each stage, and if the same 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.
 - 5) If necessary, by using his/her Application Number and Date of Birth, a Candidate can edit his/her Online Application through '**Edit Application**' Button until his/her Application is Confirmed by the Candidate.
 - 6) After filling-up all the required/mandatory fields in the Online Application correctly and duly verified by the Candidate, he/she is required to '**CONFIRM**' the Application, by clicking '**Confirm Application**' Button/Tab on the Main Menu. Thereby a pop-up window will appear, wherein the Candidate has to enter his/her

Application Number and Date of Birth and then click on 'Confirm Application' Button.

- 7) **Please note** that, after 'Confirmation', further editing of one's 'Online Application' will not be permitted by the System and the same will be treated as Final Application for the particular post.
 - 8) Thereafter, the Candidate should take a note of the Confirmation Number displayed on the Screen and the same will also be conveyed through a System generated 'SMS' on his/her 'registered' Mobile Number.
 - 9) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the conclusion of the Recruitment Process.
 - 10) The Candidate is now required to pay the requisite Fees by clicking "**Print Application / Pay Fee**" Button. Carefully follow the Instructions / Help given thereat. Select the Mode of Payment i.e. Online Payment or Offline-Cash (Challan will be generated Online, by Selecting 'Cash' Option)

Note : (a) If 'Cash' (Offline) Option is selected, Candidate is required to take the printout of 'Challan' in **TWO** copies, generated through SBI e-Pay and pay the Fees at any of the SBI Branch by submitting the said Challan to the Bank.

(b) **ONLY After Payment** of requisite **Examination Fees**, through either Mode i.e. Online (from 25/01/2021 to 15/02/2021) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed Online Application shall be considered as **VALID**.
 - 11) At the end of the process, the Candidate shall take the '**Print Out**' of his/ her '**Confirmed Application**' by clicking '**Print Application**' Tab in the Main Menu and retain atleast **TWO** copies of the same for future reference & use.
 - 12) **Please note** that the Candidate is **not required** to and should not **send** copy of his/her **Online Application and/or any testimonials/ documents to the High Court**. They should produce the same, as and when called for.
- (c) **Please note** that the above is the general procedure for applying Online. **No other mode** of Application or incomplete Application(s) shall be considered as VALID and in such cases, the Application(s) are liable to be rejected outright.
- (f) A Candidate shall not apply **more than once**, for any reason at all.

9. **GENERAL INSTRUCTIONS :**

- (a) 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 & Ex-Servicemen, provided that

requisite Certificate in respect thereof, issued by the Competent Authority, is produced by the Candidate as and when called for. The final decision, as to the suitability of a Candidate, for the Post, shall rest with the High Court.

Note : *Candidates belonging to SC category, shall only be entitled for relaxation in Examination Fees.*

- (b) The Candidate who has **successfully submitted CONFIRMED Online Application and paid the requisite Examination Fees**, shall only be eligible for appearing at the Elimination Test / Computer Aided Test / Viva-Voce Test, subject to their qualifying therefor.
- (c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Elimination Test / Computer Aided Test / Viva-Voce Test, shall be final. No candidate, to whom **e-Call Letter** has NOT been issued by the Recruiting Authority, shall be allowed to appear for the Elimination Test / Computer Aided Test / Viva-Voce Test.
- (d) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Elimination Test / Computer Aided Test and for Viva-Voce Test, if called for, at the place and time that may be decided by the High Court.
- (e) Candidate shall be **required to download** his/her **e-Call-letter** from the website-<https://hc-ojas.gujarat.gov.in>, during the Preceding Week, by using **Advertisement No.**, his/her **Confirmation No.** and **Date of Birth**, for appearing at the respective Examination and the same may be communicated at the relevant time, through 'SMS' on the Mobile Number registered in the 'Online Application', of the candidate concerned.
- (f) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS portal, at the relevant time.**
- (g) At every stage of Examination, Candidate shall produce, **Identity proof** i.e. Election Card / PAN Card / valid Driving License / valid Passport / Adhaar Card , etc. **in original & a copy thereof, along with the 'e-Call Letter-cum-Admission Slip'.**
- (h) **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.**

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 as also from future Recruitment Processes to be conducted by the High Court for any number of years or permanently, as may be decided by the High Court.

- (i) **Result** of all Examinations / Tests will be made available on the High Court websites and/or by any other mode that may be decided by the High Court.
- (j) 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 (One-Time Password-OTP) via, SMS on his/her registered mobile number.
- (k) **Mere success** in the Examination shall not confer any **right to appointment** and no Candidate shall be appointed to the post unless the High Court is satisfied, after such **inquiries** as may be considered necessary that the Candidate is **suitable** in all respects for appointment to the post.
- (l) The High Court reserves the right to adopt appropriate **method of short-listing** the Candidates at any stage.
- (m) The selected Candidate will not be appointed unless the **Medical Authority** specified by the High Court, certifies him/her to be fit to discharge the duties ascribed to the post.
- (n) 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 :
 - (i) **Print-out** of the duly filled-in (Confirmed) '**Online Application**' alongwith **e-Receipt/Challan**.
 - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.
 - (iii) Mark-sheets and Certificates of SSC, HSC & Essential Educational Qualifications as stipulated in Para 2 (A) above and Certificate of Work Experience / Training obtained etc, if any.

- (iv) **Caste Certificate** issued by the Competent Authority of the State of Gujarat, in case, the Candidate has applied under Reserved Category [SC/ST/SEBC] and if belongs to SEBC Category, **Non-Creamy Layer Certificate valid for the current financial year.**
- (v) Economically Weaker Section (EWS) Eligibility Certificate issued by the Competent Authority of the State of Gujarat, in case the Candidate has applied under Reserved Category (EWS). The validity of the said certificate will be in accordance with the provisions prescribed by the State Government.
- (vi) In case of **Differently Abled (PH)** (a) a Certificate from a Competent Authority to the effect that he/she has a **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.
- (vii) **Certificate of Discharge** from Service, in case of **Ex-Servicemen.**
- (viii) **'No Objection Certificate (NOC)'**, in case, if employed in State/Central Government.
- (ix) **Certificates** from Two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying his/her good moral character (original) *(to be issued in last 6 Months)*
- (x) **Government Gazette**, showing change in name/surname etc, if any.
- (xi) 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.
- (xii) Original **Identity Proof** as prescribed at Para 9(g).

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

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

High Court of Gujarat,
Sola, Ahmedabad.
Date : 19/01/2021

Sd/-
Registrar (Recruitment & Finance)