

**HIGH COURT OF GUJARAT,  
Sola, Ahmedabad : 380 060.**

**Website : [www.gujarathighcourt.nic.in](http://www.gujarathighcourt.nic.in) AND <http://hc-ojas.guj.nic.in>**

**ADVERTISEMENT NO. RC/B/1304/2012.**

Starting date for submission of On-line application	<b>01/04/2013 (12.00 Noon)</b>
Closing date for submission of On-line application.	<b>15/04/2013 (12.00 Midnight)</b>
Date of Main Examination	<b>05/05/2013</b>
Viva-voce Test (Oral Interview) to be held in	<b>June - 2013</b>

The High Court of Gujarat invites ‘**On-line Applications**’, from eligible candidates for filling up **01 Post for Librarian [Class-I]** in the Pay-Scale of **Rs.15,600-39,100/- with Grade Pay of Rs.5,400/-**, and **01 Post for Assistant Librarian (Class-II)**, in the Pay-Scale of **Rs.9,300-34,800/- with Grade Pay of Rs.4,600/-**, on the establishment of the High Court of Gujarat, by Direct Recruitment.

**1. ELIGIBILITY CRITERIA [As on 25/03/2013] :**

**(a) Essential Educational Qualification :**

M.Lib. / Master in Library and Information Science.

**(b) Age Limit :**

- (i) A Candidate for appointment to the said posts, shall not be more than **35 years** of age, as on the date of Advertisement i.e.on 25/03/2013.
- (ii) **Employees** working in the Subordinate Courts or any other High Court shall be allowed on a uniform basis relaxation of a maximum period of **5 years** or to the extent of equal number of years for which service has been put in by him/her, **whichever is less**, in the upper age limit.

**(c) Experience Required :**

**(i) For the Post of Librarian (Class-I) :**

Minimum **2 years** experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or reputed Organization / Company.

**(ii) For the Post of Assistant Librarian (Class-II):**

Minimum **1 year** experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or reputed Organization / Company.

**2. RESERVATION :**

As these are **solitary posts**, Reservation Policy shall not apply.

### 3. FEES AND MODE OF PAYMENT :

- (a) Candidates shall be required to pay an Application Fees of **Rs.500/-**, plus the usual Bank Charges. The Candidates desirous of applying for both the posts are also required to pay an Application Fees of only Rs.500/-, plus the usual Bank Charges. The candidates making payment of Fees shall remit the same in Current Bank Account No. **30725811785** with **the State Bank of India**, High Court Complex Branch, Ahmedabad, held in the name of **Registrar General, High Court of Gujarat, Sola, Ahmedabad**, through any of the Core Banking Service Branches of the **State Bank of India** using the Cash Voucher in the special Format appended to this Advertisement, from **01/04/2013 to 15/04/2013** during Bank working days and hours.
- (b) Fees paid by **any other mode**, will not be accepted.
- (c) Fees once paid shall **not be refunded** in any circumstances.

### 4. SELECTION PROCEDURE :

- (a) **Main Examination : (to be conducted on 5<sup>th</sup> May, 2013)**

**A Combined Main Examination** for both the posts will be conducted at Ahmedabad at the Centre(s) (as decided by the High Court), comprising of **100 Marks**, with **2 hours** duration, consisting of **Multiple Choice Questions** (MCQs) each of **1 Mark** with **Negative Marking of 0.33 Mark** for each Wrong/Multiple answer. The Syllabus for such Main Examination shall be as under :

- (i) Library Science
  - (ii) General Knowledge & English
  - (iii) Computer Skills / Applications knowledge
  - (iv) Legal knowledge
  - (v) General I.Q. Test
- (b) The Candidates shall down-load their respective Call-letters, from the Websites above-mentioned, from **29/04/2013 to 04/05/2013** (both days inclusive).
  - (c) The **language** of Question Paper of Main Examination will be **English**.
  - (d) Main Examination (Objective Type) shall be evaluated as per entries made on **OMR Sheet** to be assessed on Computer. As the evaluation is done on the **Computer** by **Scanning** thereby eliminating manual evaluation, **rechecking of OMR sheets**, subsequent to Main Examination, will not be entertained by the High Court.
  - (e) The candidates securing minimum **50% Marks** in the Main Examination, alone shall be eligible for being called for Viva-Voce Test (Oral Interview).

- (f) In case large number of Candidates qualify in the Main Examination, it will be open for the High Court to restrict the number of Candidates as deemed necessary, according to Merit.
- (g) **Viva-voce Test : (to be conducted in the month of June-2013)**
  - (i) The Candidates will be able to down-load their Interview Call-letters, from the Websites abovementioned, during the preceding one week of the Viva-voce Test.
  - (ii) Viva-voce Test shall be of **50 Marks**.
  - (iii) Suitability of the Candidates, at the Viva-voce Test, will be assessed on the basis of one's Personality, Aptitude and Orientation, Computer Application Skills, Communication Skills & Legal knowledge.
  - (iv) For being eligible to be included in the Select List, the candidate shall have to obtain minimum **40% Marks** in the Viva-voce Test.
  - (v) The Select List will be prepared on the basis of **aggregate marks** obtained by the Candidates in the Main Examination & the Viva-voce Test.

#### 5. **DISQUALIFICATION FOR APPOINTMENT :**

No person shall be eligible for appointment to the service –

- (a) unless he/she is a **citizen** of India.
- (b) if he/she is **dismissed** from service by Central Government or any State Government or U.Ts. or any High Court or Statutory or Local Authority.
- (c) if he/she has been **convicted** of an offence involving moral turpitude or who is or has been permanently **debarred** or disqualified by the High Court or the Union/State Public Service Commission or by any Recruiting or Examination Conducting Authority from appearing in examinations or selections.
- (d) if he/she directly or indirectly **influences** the Recruiting Authority by any means for his/her candidature.
- (e) if he is a man, has **more than one wife** living. And, if a woman, has married **a man** already having **another** wife.

#### 6. **GENERAL INSTRUCTIONS :**

- (a) Candidates belonging to General Category born **before 25/03/1978** & the candidates working in Subordinate Courts or any other High Courts born **before 25/03/1973, as the case may be**, shall not be eligible to apply.
- (b) The Candidates who have **successfully submitted Online Applications**, shall only be eligible for appearing at the Main Examination and/or Viva-voce Test.

- (c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Main Examination and/or Viva-voce 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 Main Examination and/or Viva-voce Test.
- (d) The candidates shall have to appear **at their own expenses** for the Main Examination and/or Viva-voce, if called for, at the place and time that may be decided by the High Court.
- (e) Candidate shall **require to download** his/her **Call-letter** from the **Gujarat High Court Website** [www.gujarathighcourt.nic.in](http://www.gujarathighcourt.nic.in) AND <http://hc-ojas.guj.nic.in>, by using his/her **Advertisement No., Confirmation No. and Date of Birth**, for appearing at the respective Examination/Viva-voce and the same will be intimated at the relevant time, through Press-Note/SMS.
- (f) The list of **eligible candidates** will be placed on **High Court website** as well as on **HC-OJAS portal of NIC, at the relevant time.**
- (g) Candidate shall produce, at the time of appearing for the Main Examination and/or Viva-voce, **Identity proof** i.e. Card issued by the Election Commission of India or PAN Card or Driving License, **in original & one copy, along with the Call Letter.**
- (h) **Result** of all examinations will be made available on the High Court website and/or by any other mode that may be decided by the High Court.
- (i) **Entry in the Compound of the Examination Centre with Mobile/Cell Phone, Tablets, Laptop, Electronic Gadgets etc. is strictly prohibited.**

A candidate who is found indulging in **unfair practices**, viz. copying or misconduct during the course of examination, using electronic gadgets or Mobile Phones etc., tampering with question paper, influencing any person concerned with the Written Examination or Oral Interview will be debarred from appearing for Written Examination or Oral Interview, as the case may be, for that examination or any number of years or permanently, as may be decided by the High Court.

- (j) **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.
- (k) The High Court reserves the right to adopt appropriate **method of shortlisting** the candidates at any stage.
- (l) The selected candidates will not be appointed unless the **Medical Authority** specified by the High Court certifies them to be fit to discharge the duties ascribed to the post.
- (m) Candidates making payment of Fees shall remit the amount in Current Bank Account No. **30725811785** of State Bank of India, High Court Complex Branch, Ahmedabad, through any of the Core Banking Service Branches of

the State Bank of India using the Cash Voucher in the **special format appended to the Advertisement** which can be downloaded from the website [www.gujarathighcourt.nic.in](http://www.gujarathighcourt.nic.in) AND <http://hc-ojas.guj.nic.in> and **collect from the Bank, the Cash Voucher, marked as 'Office Copy' and 'Candidate's Copy'** with the unique Deposit Journal Number assigned by the Bank and preserve the same. Candidates must ensure that on deposit of Fee, the Bank issues them a receipt which invariably mentions (i) Deposit Journal Number (ii) Branch name (iii) Branch Code Number, (iv) Date of deposit and (iv) Bank charges, etc.

- (n) While applying Online for the post, the applicant should ensure that he/she fulfils the **eligibility and other norms** mentioned above and that the particulars furnished by him/her are **correct** in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed / twisted or truncated any material facts, his/her candidature will stand cancelled. If any of these shortcomings is detected even after appointment, his/her service will be liable to be terminated.
- (o) Candidate should preserve his **Application Number** and **Confirmation No.** after submitting Online Application, for future correspondence as well as for downloading the Call-Letters for appearing at Main Examination and/ or Viva-voce.
- (p) Candidate should scan his/her **photograph** having **5 c.m. of length and 3.6 c.m. of width (10kb)** and **signature** having **2.5 c.m. of length and 7.5 c.m. of width (10kb)** in **jpg format** for uploading the same at relevant space on the application.
- (q) The Candidate shall fill up the required **data** in the application in accordance with the '**Instructions**'.
- (r) A Candidate shall not apply **more than once**, for any reason at all.
- (s) Candidate should keep **two** print outs of the Online Application, for his/her record and future requirement.
- (t) Applications which do not conform with the '**Instructions**' shall be **summarily rejected**.
- (u) **At present, candidates are not required to send** copies of any testimonials/ documents to the High Court. They should produce **print out of the Online Application** alongwith following **original testimonials as well as one set of self attested Xerox copies thereof and freshly taken colour passport size photograph**, at the time of Viva-voce Test, to be conducted by the High Court :
  - (i) **Printout of 'the duly filled-in 'Online Application' alongwith Original 'Cash Voucher' marked as 'Office Copy'.**
  - (ii) **School Leaving Certificate or Birth Certificate** issued under Birth & Death Registration Act.

- (iii) Educational qualifications i.e. **Mark-sheets** and Certificates of SSCE, HSCE, Final Year of Graduation, Post Graduation, M.Lib./Master in Library & Information Science, Certificate of Work Experience/ Training obtained etc. as per requirement/ applicable.
- (iv) Certificate indicating to be possessing '**Basic Knowledge of Computer Application/Operation**' issued by Government or Private Institute, as set out by Government of Gujarat, in General Administrative Department Resolution No.CRR-10-2007-120320-G.5 dtd.13/08/2008.
- (v) **Government Gazette**, showing change in name/surname etc, if any.
- (vi) **Certificates** from two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying of his/her good moral character (original).

## 7. HOW TO APPLY :

- (a) All eligible Candidates should apply 'On-line', through the link provided in High Court Website [www.gujarathighcourt.nic.in](http://www.gujarathighcourt.nic.in) AND <http://hc-ojas.guj.nic.in>, in the prescribed format from **01/04/2013 to 15/04/2013**.
- (b) Candidates should have his/her own / family 'registered' **Mobile No.** and the same should be kept active during the recruitment process.
- (c) Steps for submitting On-line Application through the 'OJAS' Module :-
  - ✓ Fill up all the Fields given in On-line Application Format.
  - ✓ 'Save' the On-line Application, by clicking 'save' button.
  - ✓ Thereafter, a new window will be opened which displays Candidate's Application No. This means, the application is saved successfully. Candidates shall therefore **note down the entire string of the Application No.** (e.g. HCG/201213/1/11111)
  - ✓ By using the said Application No. & Date of Birth, candidate can edit his / her application until the Confirmation of his/her Application. Please note that, after 'Confirmation', further editing will not be permissible.
  - ✓ By using Application No. and Date of Birth, candidate is required to Upload his / her scanned Photograph and Signature in the stipulated size & format [refer item 6(p)]. He/She shall have to subsequently check that the uploaded 'Photograph' & the 'Signature', are distinctly recognizable, after uploading
  - ✓ Then, by using Application No. and Date of Birth, candidate will have to 'Confirm' his/her Application. For this, Candidate has to click on 'Confirm Application' Button/Tab on the Main Menu. Subsequently a window will be opened. In this window, the candidate has to enter his/her Application No. and Date of Birth to 'Confirm' his/her Application and then click on 'Confirm' Button. Please note that only after 'Confirmation', the 'System' will register your 'On-line' Application.

- ✓ Candidate will get a SMS communication on his/her 'registered' Mobile, just after confirmation of his/her Application, **which may be preserved by the Candidate till the end of the recruitment process.**

(d) Please note that the above is the general procedure for applying on-line. **No other mode** of application or incomplete application will be accepted and in such case, the application will be rejected outright.

**Decision of the High Court of Gujarat in respect of all matters pertaining to this recruitment would be final and binding on all Candidates.**

High Court of Gujarat,  
Sola, Ahmedabad.  
Date :- 25/03/2013

Sd/-  
( P.R. Patel )  
Registrar (Recruitment & Finance)

CASH VOUCHER	BANK COPY
<b>STATE BANK OF INDIA</b> <b>Recruitment to the post of Librarian / Assistant Librarian - 2013</b>	
Applicant's Name : _____	
Account No. : <b>30725811785</b> Registrar General, High Court of Gujarat, Ahmedabad.	
SBI Branch in which fees is remitted : Branch Name : _____ <b>Code No.</b> _____	
Deposit Journal No. : _____	Confirm Journal No.: _____
Deposit Date : _____	
Application Fee : <b>Rs. _____ (Non-refundable)</b>	
Bank Charges : <b>Rs. _____ (To be paid by the Candidate)</b>	
Authorized signatory Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	

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CASH VOUCHER	OFFICE COPY
( To be submitted to the High Court at the time of Oral Interview)	
<b>STATE BANK OF INDIA</b> <b>Recruitment to the post of Librarian / Assistant Librarian - 2013</b>	
Applicant's Name : _____	
Account No. : <b>30725811785</b> Registrar General, High Court of Gujarat, Ahmedabad.	
SBI Branch in which fees is remitted : Branch Name : _____ <b>Code No.</b> _____	
Deposit Journal No. : _____	Confirm Journal No.: _____
Deposit Date : _____	
Application Fee : <b>Rs. _____ (Non-refundable)</b>	
Bank Charges : <b>Rs. _____ (To be paid by the Candidate)</b>	
Authorized signatory Stamp	
# Fee receiving branch is advised to write the Deposit Journal No. invariably.	

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CASH VOUCHER	CANDIDATE'S COPY
<b>STATE BANK OF INDIA</b> <b>Recruitment to the post of Librarian / Assistant Librarian - 2013</b>	
Applicant's Name : _____	
Account No. : <b>30725811785</b> Registrar General, High Court of Gujarat, Ahmedabad.	
SBI Branch in which fees is remitted : Branch Name : _____ <b>Code No.</b> _____	
Deposit Journal No. : _____	Confirm Journal No.: _____
Deposit Date : _____	
Application Fee : <b>Rs. _____ (Non-refundable)</b>	
Bank Charges : <b>Rs. _____ (To be paid by the Candidate)</b>	
Authorized signatory Stamp	
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