

HIGH COURT OF GUJARAT

AT SOLA, AHMEDABAD-380 060.

Website : www.gujarathighcourt.nic.in & <https://hc-ojas.gujarat.gov.in>

ADVERTISEMENT NO. RC/B/1304/2022 (A.L.)

**DIRECT RECRUITMENT FOR THE POST OF ASSISTANT LIBRARIAN,
ON THE ESTABLISHMENT OF HIGH COURT OF GUJARAT**

Starting date for submitting Online Application	06/06/2022 (12:00 Noon)
Closing date for submitting Online Application	20/06/2022 (23:59 Hours)

TENTATIVE TIME SCHEDULE	
Main Written Examination (Objective Type-MCQs)	July/August, 2022
Viva-voce Test (Oral Interview)	September/October, 2022

The High Court of Gujarat invites ‘**Online Applications**’ from eligible Candidates for filling up **01 vacant post of Assistant Librarian**, in the Pay Matrix of **Rs.44,900-1,42,400/-** plus usual allowance as per the rules, on the establishment of the High Court of Gujarat, by Direct Recruitment.

- *The High Court reserves its right to adjust/alter the vacancy notified at any stage.*
- *Only Differently Abled Persons (PH) belonging to Orthopedically Handicapped (Locomotor Disability) category can apply for the said post.*

1. ELIGIBILITY CRITERIA:**[As on Last Date of submitting of Online Application i.e. 20/06/2022]****(A) Essential Qualification:**

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

(B) Knowledge of Computer:

A candidate must possess a certificate regarding basic knowledge of computer as prescribed by the State Government from time to time.

(C) Age Limit:

- (i) A Candidate applying to the said post, shall not be less than **18 years** and not more than **35 years** of age, as on the last date for submitting Online Application i.e. on **20/06/2022**.

(ii) The Upper Age Limit may be relaxed as follows:

Category	Age Relaxation
Women Candidates	05 Years
Differently Abled Persons (PH)	10 Years
Ex-Servicemen	Actual service rendered plus 3 Years
Employees working in the Subordinate Courts 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.

Note: In view of the Government Resolution of General Administrative Department bearing No. CRR/11/2021/450900/G.5, dated 14/10/2021, it has been decided by the High Court to grant Age Relaxation of 01 Year in upper Age Limit in all categories, in the instant Recruitment Process.

(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 **20/06/2022** [i.e Last Date for submitting the Online Application].

(D) Experience Required :

Minimum 01 year experience in the Central Government or State Government or Government Organization or Public Sector Undertaking or reputed Organization / Company.

2. RESERVATION:

1. As this is **solitary post**, Reservation Policy **shall not apply**, and for the purpose of Selection, criteria meant for **Unreserved Category will apply** to all the Candidates.
2. However, the candidates belonging to reserved categories of State of Gujarat origin, shall only be eligible and entitled for relaxation in Fees.

3. FEES AND MODE OF PAYMENT:

- (a) Candidates belonging to **Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Persons (PH), Ex-Servicemen and Economically Weaker Sections (EWS)** shall be required to pay Fees of **Rs.400/-** plus the usual Bank Charges and all **other candidates** shall be required to pay Fees of **Rs.800/-** plus the usual Bank Charges via **“Print Application/Pay Fees”** 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 there-at. 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 there-at.
- Note: e-Receipt will be generated at the respective time ONLY i.e. after Successful Payment, soft copy as well as hard copy thereof should be preserved till the conclusion of the instant Recruitment Process.*
- (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) The Candidates are advised to **preserve** the copy of the **e-Receipt (Online) / Cash-Challan (Offline)** 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 06/06/2022 to 20/06/2022) 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 considered as VALID Fees.
- (i) Fees once paid, shall NOT be Refunded OR shall NOT be Adjusted in any subsequent Recruitment Process, under any circumstances. No Correspondence/Communications/Phone calls should be made, to the High Court, on this count.

4. **SELECTION PROCEDURE:**

- (A) Main Written Examination (Objective Type-MCQs) [100 Marks]
- (B) Viva-voce Test (Oral Interview) [40 Marks]

(A) **Main Written Examination (Objective Type-MCQs):**
(Tentatively scheduled in the month of July/August, 2022)

- i. **The Main Written Examination** would be conducted at Ahmedabad or at the Centre(s), as may be decided by the High Court, comprising of **100 Marks**, with **02 Hours** duration, consisting of **Multiple Choice Questions (MCQs)**, each of **1 Mark** with **Negative Marking of 0.33 Mark** for each Wrong/Multiple Answer.
- ii. **The Syllabus for Main Written Examination** shall be as under:
 - (a) Library Science
 - (b) English Language
 - (c) General Knowledge (History, Geography, Science, Current Affairs)
 - (d) Legal knowledge (Criminal Procedure Code-1973, Civil Procedure Code-1908, Indian Penal Code-1860, Evidence Act-1872, Constitution of India)
 - (e) Logical Reasoning and Analytical Ability,
 - (f) Basic Knowledge of Computer Application
- iii. The Language of Question Paper of Main Written Examination will be English only.
- iv. The Main Written Examination (Objective Type-MCQs) shall be administered **through an O.M.R.** Sheet or any other mode as may be decided by the High Court and O.M.R. Sheet shall be

evaluated by O.M.R. Sheet Scanning Machine. Therefore, re-evaluation/rechecking/reassessment of O.M.R. Sheets will not be entertained by the High Court.

- v. The Candidate securing minimum **50% Marks** in the Main Written Examination, shall only be eligible for Viva-Voce Test.
- vi. In case, large number of Candidates qualify in the Main Written Examination, it will be open for the High Court **to restrict the number of Candidates** as deemed necessary, according to Merit.

(B) Viva-voce Test (Oral Interview):

(Tentatively in the month of September/October, 2022)

- (i) Viva-voce Test shall be of **40 Marks**.
- (ii) The Suitability of the Candidates will be assessed on the basis of one's Personality, Aptitude & Orientation, Computer Application Skills, Communication Skills & Legal knowledge, etc.
- (iii) For being eligible to be included in the Select List/Wait List, the candidate shall have to obtain minimum **40% Marks** in the Viva-voce Test.
- (iv) The Candidate will be able to download his/her respective Call-letters, from the websites above-mentioned, during the preceding One Week of the Viva-voce Test.

5. SELECTION PROCEDURE:

- i. The **Select List & Wait List** will be prepared on the basis of **Aggregate Marks** obtained by the Candidates in the **Main Written Examination (60% Weightage** to be given to the performance of a Candidate) **& Marks obtained in Viva-voce Test**.
- ii. The **Select List/Wait List** shall remain in force for a period of **01 Year**, from the date of its publication or until the publication of a fresh List(s), whichever is earlier.

- iii. Any Candidate who does not accept the offer of appointment within the specified 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.
- iv. The Select List/Wait List will be published on High Court website as well as HC-OJAS Portal.

6. **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, having **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** of any **electronic gadget(s)** and/or **indulging in unfair practices during any of the Examination /Test**.

7. **HOW TO APPLY:**

- (a) Before filling-up the '**Online 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 before Appointment that a Candidate does/did not fulfill the eligibility 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 '**HC-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/202223/98/11111**). 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 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) The Candidate should preserve his/her **Application Number** and **Confirmation Number** for future reference and use, till the conclusion of the Recruitment Process.
- 9) The Candidate is now required to pay the requisite Fees by clicking "**Print Application/Pay Fee**" Button. Carefully follow the Instructions/Help given thereat. Candidates will be re-directed to SBI e-Pay website. 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 06/06/2022 to 20/06/2022**) or Offline (Cash-Challan) (till the Challan Expiry Date), Confirmed Online Application shall be considered as **VALID**.

- 10) 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.

11) **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.

(e) **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.

8. **GENERAL INSTRUCTIONS:**

(a) Benefit(s) of **Relaxation** in Upper Age Limit subject to conditions mentioned in Para 1 (C) and Examination Fees shall be granted to the Candidates belonging to Reserved Categories i.e. SC/ST/SEBC/EWS/PH (only Orthopedically disabled)/Ex-Servicemen, provided that requisite Certificate in respect thereof, issued by the Competent Authority, is provided 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.

(b) The Candidate who has **successfully submitted CONFIRMED Online Application & paid the requisite Examination Fees**, shall only be eligible for appearing at the Main Written Examination (Objective Type-MCQs) and/or Viva-voce Test, subject to their qualifying thereat.

(c) The decision of the High Court as to the **eligibility** or otherwise of a candidate for admission to the Main Written Examination (Objective Type-MCQs) and/or Viva-voce shall be final. No candidate, to whom **e-Call Letter** has NOT been issued by the Recruiting Authority, shall be allowed to appear for Main Written Examination (Objective Type-MCQs) and/or Viva-voce Test.

(d) The Candidate shall have to appear **at their own expenses**, to-and-fro, for the Main Written Examination (Objective Type-MCQs)

and/or Viva-voce, 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 of the date of examination/Viva-voce test, by using **Advertisement No.**, his/her **Confirmation No.** and **Date of Birth**, for appearing at the respective Examination/Viva-voce 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/qualifying 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 / Aadhar 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 be noted.**
- Note:** A Candidate who is found indulging in **unfair practices**, viz. copying or misconduct during 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 Examination/Test 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 will be made available to each Candidate, except the Candidate(s) disqualified at any Examination Stage, by providing a link to a web-page 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.
 - (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 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.
- (m) Candidate is required to produce the following **original testimonials/documents** as well as **one set of self-attested copies thereof along-with 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**' along-with 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 Qualification as stipulated in Para 1 above.
 - (iv) Certificate of Work Experience as prescribed at Para-1 (D).
 - (v) Certificate of Basic Knowledge of Computer.
 - (vi) **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.
 - (vii) Economically Weaker Section (EWS) Eligibility Certificate issued by the Competent Authority of the State of Gujarat, in case the Candidate has applied under EWS Category. The validity of the said certificate will be in accordance with provisions prescribed by the State Government.
 - (viii) In case of **Differently Abled (PH)** (Orthopedically Handicapped) 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.
 - (ix) **Certificate of Discharge** from Service, in case of **Ex-Servicemen**.

- (x) **'No Objection Certificate (NOC)'**, in case employed in State/Central Government.
 - (xi) **Original Certificates** from Two Respectable Persons being Professionals/ Dignitaries like Doctor, Engineer, M.L.A., M.P., certifying his/her good moral character (to be *issued in last 6 months*).
 - (xii) **Government Gazette**, showing change in name/surname etc, if any.
 - (xiii) In case any **Criminal Case(s)/Complaint(s)** have been filed against the Candidate concerned, authenticated / attested copies of the relevant documents, viz. FIR/Complaint/Charge-sheets, Judgment etc.
 - (xiv) Original **Identity Proof** as prescribed at 8(g).
9. **Any Application with respect to instant Recruitment Process, even under the R.T.I. Act, seeking any information, will NOT be entertained till the completion of the entire Recruitment Process.**
10. **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 Candidates.**

**High Court of Gujarat,
Sola, Ahmedabad.
Date: 26/05/2022**

**Sd/-
Registrar (Recruitment & Finance)**