

**THE GAUHATI HIGH COURT AT GUWAHATI**  
[The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh]

**ADVERTISEMENT**

No. HC.XXXVII-46/2025/ *213* /R. Cell

Dated Guwahati the 02<sup>nd</sup> July, 2025

| Important Dates |                                                |                                            |
|-----------------|------------------------------------------------|--------------------------------------------|
| Sl. No.         | Description                                    | Last Date & Time                           |
| 1               | Submission of online application starts from   | 15-07-2025, 03:00 PM                       |
| 2               | Last date for submission of online application | 31-07-2025, 05:00 PM                       |
| 3               | Last date for payment of fees                  | 05-08-2025,<br>till bank transaction hours |

**APPLICATION FEE:** Candidates under PwBD (Person with benchmark disability) category need not to pay any fee. The details of application fee to be paid by the candidates are indicated below:

| For SC/ST | For all others |
|-----------|----------------|
| Rs. 250/- | Rs. 500/-      |

**1.** Online applications are invited till **5.00 PM of 31/07/2025** from the citizens of India as defined under Article 5 and 6 of the Constitution of India for filling up of the following vacancies of **Junior Administrative Assistants** in the district courts of Assam, in the scale of pay Rs.14,000-70000/- with Grade pay of Rs. 6200/- and other allowances admissible as per Rules.

| A     | B          | C       | D                                                              |    |     |     |      |          |
|-------|------------|---------|----------------------------------------------------------------|----|-----|-----|------|----------|
| Sl No | District   | Vacancy | Category-wise break up of vacancies as mentioned in column "C" |    |     |     |      |          |
|       |            |         | UR                                                             | SC | STP | STH | PwBD | OBC/MOBC |
| 1     | Bajali     | 9       | 7                                                              | 1  | 1   | 0   | 0    | 0        |
| 2     | Baksa      | 2       | 2                                                              | 0  | 0   | 0   | 0    | 0        |
| 3     | Barpeta    | 8       | 0                                                              | 2  | 1   | 1   | 0    | 4        |
| 4     | Biswanath  | 12      | 11                                                             | 0  | 0   | 1   | 0    | 0        |
| 5     | Bongaigaon | 4       | 1                                                              | 0  | 1   | 1   | 0    | 1        |
| 6     | Cachar     | 9       | 1                                                              | 3  | 0   | 0   | 0    | 5        |
| 7     | Charaideo  | 25      | 13                                                             | 3  | 1   | 2   | 0    | 6        |

|       |                            |     |     |    |    |    |   |    |
|-------|----------------------------|-----|-----|----|----|----|---|----|
| 8     | Chirang                    | 5   | 4   | 0  | 1  | 0  | 0 | 0  |
| 9     | Darrang                    | 16  | 15  | 0  | 1  | 0  | 0 | 0  |
| 10    | Dhemaji                    | 6   | 1   | 1  | 0  | 2  | 0 | 2  |
| 11    | Dhubri                     | 13  | 6   | 0  | 3  | 0  | 0 | 4  |
| 12    | Dibrugarh                  | 8   | 5   | 0  | 1  | 0  | 0 | 2  |
| 13    | Dima Hasao                 | 11  | 3   | 2  | 1  | 1  | 0 | 4  |
| 14    | Goalpara                   | 4   | 3   | 1  | 0  | 0  | 0 | 0  |
| 15    | Golaghat                   | 13  | 6   | 1  | 1  | 1  | 1 | 3  |
| 16    | Hailakandi                 | 9   | 7   | 1  | 1  | 0  | 0 | 0  |
| 17    | Hojai                      | 13  | 7   | 0  | 1  | 1  | 0 | 4  |
| 18    | Jorhat                     | 15  | 3   | 2  | 2  | 3  | 3 | 2  |
| 19    | Kamrup (Metro)             | 22  | 12  | 0  | 5  | 2  | 0 | 3  |
| 20    | Kamrup, Amingaon           | 10  | 7   | 1  | 2  | 0  | 0 | 0  |
| 21    | Karbi Anglong              | 12  | 4   | 1  | 3  | 0  | 0 | 4  |
| 22    | Kokrajhar                  | 9   | 5   | 0  | 2  | 0  | 0 | 2  |
| 23    | Lakhimpur                  | 8   | 4   | 1  | 1  | 0  | 0 | 2  |
| 24    | Majuli                     | 6   | 5   | 0  | 0  | 0  | 0 | 1  |
| 25    | Morigaon                   | 14  | 8   | 1  | 2  | 0  | 0 | 3  |
| 26    | Nagaon                     | 11  | 5   | 0  | 1  | 0  | 0 | 5  |
| 27    | Nalbari                    | 10  | 6   | 0  | 0  | 1  | 0 | 3  |
| 28    | Sivasagar                  | 3   | 1   | 0  | 1  | 0  | 0 | 1  |
| 29    | Sonitpur                   | 16  | 8   | 3  | 3  | 0  | 1 | 1  |
| 30    | South Salmara<br>Mankachar | 26  | 15  | 2  | 2  | 1  | 0 | 6  |
| 31    | Sribhumi                   | 12  | 3   | 1  | 2  | 0  | 0 | 6  |
| 32    | Tinsukia                   | 15  | 7   | 2  | 0  | 2  | 0 | 4  |
| 33    | Udaguri                    | 5   | 2   | 1  | 1  | 0  | 0 | 1  |
| 34    | West Karbi Anglong         | 6   | 4   | 0  | 1  | 1  | 0 | 0  |
| Total |                            | 367 | 191 | 30 | 42 | 20 | 5 | 79 |

[N.B.: UR: Unreserved, SC: Scheduled Caste, ST(P): Scheduled Tribe (Plains), ST(H): Scheduled Tribe (Hills), PwBD: Persons with Benchmark Disability, OBC/MOBC: Other Backward Class/More Other Backward Class]

The number of posts mentioned is indicative only and may vary at the time of final selection on either side.

**A candidate is allowed to submit one application form only against a district of his/her choice.**

**A common written examination will be held for selection to the abovementioned posts for all the establishments of all the districts. However, final selection will be made district-wise. On completion of the selection process, the High Court reserves the right to allot posting to the selected candidates subject to availability of posts.**

## **2. Eligibility Criteria:**

- (i) A candidate must be a Graduate in any stream from a UGC recognized University as on the last date of submission of application.
- (ii) He/ She must possess a certificate of Computer knowledge of minimum 3 (three) months duration.
- (iii) The candidate should have knowledge of the Official Language of the State of Assam (Assamese).
- (iv) The candidate must possess valid Employment exchange registration number for the State of Assam.

## **3. AGE LIMIT:**

The category-wise age limit as on the last date of receipt of application is as under:

| Sl No | Category   | Minimum age<br>(in years) | Maximum age<br>(in years) |
|-------|------------|---------------------------|---------------------------|
| 1     | UNRESERVED | 18                        | 40                        |
| 2     | OBC/MOBC   | 18                        | 43                        |

|   |                |    |    |
|---|----------------|----|----|
| 3 | SC/ST(P)/ST(H) | 18 | 45 |
| 4 | PwBD           | 18 | 50 |

#### 4. SELECTION PROCESS:

|                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Stage: 1</b> | <p><b>Common Written Test</b> (OMR based objective Questions with Multiple Choices) of two hour duration of <b>120 marks</b>.</p> <p>(i) General English (50 marks), General Knowledge including Computer Knowledge (30 marks) and General Aptitude (20 marks).</p> <p>(ii) Official language of the state of Assam (Assamese): 20 marks (which will be qualifying in nature, qualifying marks shall be 40% of 20 i.e. 8 marks).</p> <p><b>Each question will carry 1(one) mark. There is negative marking for every wrong answer. One-fourth (i.e. 0.25) mark will be deducted for every wrong Answer.</b></p> <p>Marks obtained in the Assamese language segment will not be counted in preparing the merit list of written test as well as the final select list.</p> <p><b>Candidates in the ratio of 1:5 from the rank-wise mark-sheet of the written test (5 times the total posts of a particular district) will be called to the Stage 2 i.e. Computer Skill Test (35 marks).</b></p> |
| <b>Stage: 2</b> | <p><b>Computer skill test of 35 marks.</b></p> <p>a) Computer Typing Test in a Typing Application Software (20 marks)</p> <p>The test of typing speed and accuracy in word processing shall be conducted with the help of typing application software. Candidates will be required to type a paragraph and on the basis of such typing, the number of correct words per minute (WPM)/net speed of the candidate will be taken into consideration.</p> <p>b) Proficiency in word processor and spreadsheet (15 marks)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>Candidates in the ratio of 1:3 from the combined rank-wise mark-sheet of the written test and computer skill test (3 times the total no. of posts for a particular district) will be called to the Stage 3 i.e. Viva-voce (15 marks).</b>                                              |
| <b>Stage:3</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <p style="text-align: center;"><b>Viva-voce of 15 marks</b></p> <p>On the basis of the grand total marks (out of 150) obtained by the candidates in the Written Test (Out of 100), Computer Skill test (out of 35) and viva-voce (15), the final selection will be made district wise</p> |
| <p><b>Note:</b> In case of candidates obtaining the same grand total marks, the candidate who obtains more marks in the Written Test and Computer Skill Test combined will be given preference. Where marks obtained by such candidates in such scenario are also same, then the candidate who is senior in age will be given preference.</p> <p>The High Court reserves the right to fix cut off marks for the written test and computer skill test at a later stage, if required.</p> |                                                                                                                                                                                                                                                                                           |

5. **HOW TO APPLY:** Candidates who fulfill the requisite eligibility criteria can submit online application forms, by following the steps indicated below, through the home page of the website **www.ghconline.gov.in** wherein a scroll under the caption "**Click here to apply online**" will be available:

**(Please read the following instructions carefully)**

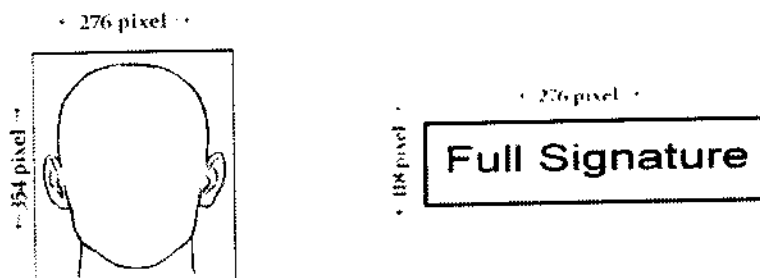
**Phase 1:** To register as an applicant, a candidate has to provide his/her primary credentials viz. Name, Father's Name, Date of Birth, Mobile No. and Email ID. After submission of this information the system will generate a **Registration Code** which will be displayed on the same page prominently. Though the system is designed to send e-mail immediately acknowledging the Registration Code and corresponding Date of Birth, sometimes due to network congestion the e-mail may not be delivered, hence candidates are requested to note down the Registration Code carefully.

The combination of Registration Code and Date of Birth will be used as login details for next three Phases, i.e. Phase 2, Phase 3 and Phase 4.

**Phase 2:** In this Phase, a candidate who has created his/her Registration Code in Phase 1, will have to provide his/her profile details, viz. gender, category, address, qualification, experience and other candidature specific information and has to **save** the data by clicking

the **Update Data** button.

*Phase 3:* Here, the applicant can upload his/her Photograph Image and Signature Image. The image format should be either **.jpg, .png** or **.gif**. No other image format will be accepted. The image size should be between **5 KB** and **30 KB**. The dimension of the Photograph image and Signature image should be as indicated below:



The image of the Passport Photograph should be such that the face of the candidate covers at least **80%** of the space of the photograph image, similarly the signature should cover at least **70%** of space of the Signature image. Image dimensions are-for **photograph-** 354 x 276 pixel and for **signature-**118 x 276 pixel. For uploading Passport Photo and Signature (both should be in image format as specified above) the candidate should select the respective file using the Browse button and after selecting the file, he/she should click the **Upload Passport** and **Upload Signature** button respectively to upload the file to server.

The fresh registration process for candidature will be **closed on the last date of registration**.

However, an already registered candidate can keep uploading/modifying his/her candidature specific data in Phase 2 and Phase 3 till last date of registration. **However, uploading data in these two Phases does not complete the submission process automatically.** In Phase 3, **Submit Candidature** button is required to be used to finally post the candidature for the Examination. **Before submitting Candidature** please ensure that

- 1) All detail information in Phase 2 have been filled up and in case of non-availability of data he/she should fill as per instruction provided. No field box should be left blank.
- 2) Passport Photo image file as described above has been uploaded.
- 3) Signature image file as described above has been uploaded.

Only after these verifications, the candidate should proceed for submission of the candidature/application. Initially the **Submit Candidature** button will be displayed in faded color and deactivated. On clicking the **Declaration check box** on the page, the button **Submit Candidature** will turn to green color and activated for submission of candidature. **No more modification will be possible after submission of candidature.**

*Phase 4:* After submission of candidature the candidate should take a print out of the Fee Payment Challan by clicking the **Print Fee Payment Challan Form** button. The candidates can pay the fee amount **after two working days** from the date of submission and **on or before the last date** fixed for payment of fees. The payment can be made at any branch of State Bank of India. The mode of payment is cash only. For payment, the candidate should approach the bank along with the Challan copy and the fee amount reflected on the Challan. On payment of the same, the Bank will provide a Journal Number. Please ensure to have the bank official's signature and seal on the Challan copy. Please keep the candidate's copy of the Challan carefully for any future reference.

The fee payment information viz. Journal No., Paid Amount, Payment Date etc. will be reflected on the candidate's account of this Phase **after two working days** from the date of payment at the bank. Then the applicant will be able to take printout of the Acknowledgement receipt about his/her candidature. Please print the **Acknowledgement Receipt** and **Application Form** generated by the system on this phase after completion of fee payment process for further reference.

For any technical assistance for submission of online application forms please email to [rec-ghc@nic.in](mailto:rec-ghc@nic.in) mentioning the Post Name in the Subject line and related Registration Code (if any), Applicant's name and Father's name indicating the grievance in the body of the e-mail. A copy of the email should also be sent to [ghc.rcell2013@gmail.com](mailto:ghc.rcell2013@gmail.com).

6. Application made in any other mode, except as indicated above, shall be summarily rejected without any communication.

7. **APPLICATION FEE:** Candidates under PwBD (Person with benchmark disability) category need not to pay any fee. The details of application fee to be paid by the candidates are indicated below:

| For SC/ST | For all others |
|-----------|----------------|
| Rs. 250/- | Rs. 500/-      |

**8. TERMS AND CONDITIONS:**

- I.** Merely satisfying the eligibility criteria will not entitle a candidate to be called for the written examination/viva-voce etc.
- II.** Candidates need not to submit any testimonial/ certificate at the time of submission of online application. However, candidates have to produce their original testimonials regarding educational qualifications, computer applications, date of birth, caste, working experience etc. at subsequent stages when asked for.
- III.** Number of posts may vary at the time of final selection.
- IV.** No person, who has entered into or contracted a marriage with a person having a spouse living or who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the aforementioned posts.
- V.** The admission of candidates at all stages of the selection process shall be purely provisional and subject to their satisfying the prescribed eligibility criteria. If, on verification at any time before or after the selection process, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any notice.

Mere calling of candidate to Written Examination / Computer Skill Test / Interview etc. or issuance of Admit Card/Call Letter etc. does not mean acceptance of candidature of any candidate which shall be further scrutinized at every stage and the High Court reserves the right to reject the candidature of any candidate at any time.
- VI.** The provisional list of the candidates, with Roll Nos. will be published in the High Court website for the candidates' reference.
- VII.** No TA/DA shall be paid to the candidates for appearing in the written test/skill test/viva-voce etc.
- VIII.** Candidates who are already in the Government Service may apply after intimating their employers regarding submission of online application forms for the advertised vacancies. They shall have to produce **"No Objection Certificate"** from their present employer at the time of document verification and they shall have to produce release order at the time of appointment.
- IX.** The High Court may decide not to issue any Admit Card/Call Letter etc. to any candidate and may decide to call candidates to Written Examination/ Computer Skill Test / Interview etc. by publishing a notification in the official website and notice board of the High Court. Candidates are advised to visit the official website



([www.ghconline.gov.in](http://www.ghconline.gov.in)) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.

- X.** Application form, which is incomplete in any respect, such as without the photograph and signature upload, is liable to be rejected summarily, unless otherwise decided by the High Court.
- XI.** Any information submitted by an applicant in his/her application will bind the candidate personally.
- XII.** The candidate will be responsible for any mistake made by him/her in the application form and the High Court shall not be responsible or liable in any way.
- XIII.** The High Court reserves the right to cause dismissal from service any selected candidate during the period of probation without assigning any reason thereof.
- XIV.** District and establishment wise allocation of finally selected candidates and their transfer shall be as decided by the High Court. Decision of the High Court in all such matters shall be final.
- XV.** **If any candidate is found canvassing directly or indirectly, he/she will be liable for criminal prosecution.**
- XVI.** The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- XVII.** The examination materials will be destroyed, due to scarcity of space, after one year of publication of the final select list, unless otherwise decided by the High Court.
- XVIII.** All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.

By order,

  
Registrar (Administration)-cum-  
In Charge, Centralized Recruitment,  
Gauhati High Court, Guwahati-1

Memo No.HC.XXXVII-46/2025/213A/R.Cell

Dated 02-07-2025 

Copy to:

1. The Registrar General, Gauhati High Court, Guwahati.
2. The Registrar (Vigilance/Judicial/Establishment), Gauhati High Court, Guwahati.
3. The Registrar-cum- Principal Secretary to Hon'ble The Chief Justice, Gauhati High Court, Guwahati for favour of his lordship's kind information.

4. All the Presiding Officers of district judiciary of Assam with a request to display the advertisement in the notice board and website of their respective courts.
5. The Joint Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
6. The Deputy Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
7. The Assistant Registrar (\_\_\_\_\_), Gauhati High Court, Guwahati.
8. The Administrative Officer (Judicial)\_\_\_\_\_, Gauhati High Court, Guwahati.
9. The Project Manager, Gauhati High Court, Guwahati for immediate uploading of the advertisement in the High Court website with the caption: "**Advertisement dated 02-07-2025 for direct recruitment of Junior Administrative Assistants (JAA) for the District Courts of Assam**" with a scroll in the home page.
10. PS to Hon'ble Mr. Justice \_\_\_\_\_Gauhati High Court, Guwahati for favour of his lordship's kind information.
11. PS to Hon'ble Mrs. Justice \_\_\_\_\_Gauhati High Court, Guwahati for favour of her ladyship's kind information.
12. CA to Registrar (Admin.), Gauhati High Court, Guwahati.
13. Notice Board.
14. Order File.

 2.7.2025  
Registrar (Administration)-cum-  
In-Charge, Centralized Recruitment,  
Gauhati High Court, Guwahati-1

