

GAUHATI HIGH COURT AT GUWAHATI

(The High Court of Assam, Nagaland, Mizoram and Arunachal Pradesh)

ADVERTISEMENT

No.HC.XXXVII-13/2026/ 227 /R.Cell

Dated Guwahati, the 06th July, 2026

Online applications are invited from citizens of India as defined under Article 5 and 6 of the Constitution of India, having a valid Employment Exchange Number registered in the State of Assam for filling up the following vacancy in the Principal Seat of the Gauhati High Court at Guwahati:

Name of the Post	Total no. of posts	Category-wise Break up of Vacancies			
		OBC/MOBC	ST (P)	ST (H)	PwBD
Private Secretary (Stenographer Grade-I)	3	1	1	1	1

PwBD candidates having following disabilities can only apply:

- One leg-OL
- Dwarfism-DW
- Leprosy Cured-LC
- Acid Attack Victim-AAV

1. Pay :

Pay band	Scale	Grade Pay	Allowance
PB-4	Rs.30000-110000/-	Rs. 13300/-	as admissible under rules

2. Important Dates:

Description	Last Date & Time
Submission of online application starts from	10/07/2026, from 03.00 PM
Last date for submission of online application	30/07/2026, till office working hours
Last date for payment of fees	05/08/2026, till bank transaction hours

3. **Age limit:** A candidate, as on the last date of submission of the online application, must fulfil the following age criteria:

Category	Maximum Age limit
OBC/MOBC	41
ST(P)/ST(H)	43
PwBD	48

4. **Minimum educational qualification:**

A candidate as on the last date of receipt of online application:-

- I) Must possess a Bachelors degree from a recognized University preferably with a diploma in Stenography in English with minimum speed of 120 wpm in shorthand and 50 wpm on a computer. Due weightage will be given to a law graduate.
- II) Applicants must furnish a valid Employment Exchange Registration Number for the state of Assam as this post is of the Principal Seat of the Gauhati High Court.

5. **Selection Process:**

Stage I	<u>Stenography test: 90 marks</u> • Voice testing before dictation (2 minutes). • Taking dictation in shorthand at a speed of 120 words per minute (total 840 words in 7 minutes). • Time to be given to the candidates for testing the computer/keyboard (3 minutes). • Time for transcription of the dictated portion in computer (20 minutes). A candidate must secure at least 50% marks, i.e., 45 out of 90 marks in the Stenography test to be considered eligible to appear in the next stage.
Stage II	<u>Written examination (Descriptive Type) : 100 marks: 2 hours duration</u> Candidates in the ratio of 1:10 from the merit list of the Stenography test shall be called to appear in the written examination, testing the proficiency

	in English language on the touchstone of Composition, Essay and Grammar (80 marks) and Assamese language (20 marks). The written examination will be of qualifying nature. Candidates securing at least 40% marks i.e. 32 out of 80 marks in the English language proficiency segment and 8 out of 20 in the Assamese proficiency language segment shall be considered qualified in the written examination. The marks obtained in the written examination shall not be taken into account while preparing the merit list.
Stage III	<u>Interview/Viva-Voce: 30 marks</u> Candidates in the ratio of 1:3 in order of merit in the Stenography test shall be called to appear in the Interview/Viva-Voce and verification of documents subject to having qualified in the written examination. A candidate has to secure at least 60% marks i.e 12 out of 30 marks in order to qualify the Interview.
Final selection will be made on the basis of the total marks obtained by the candidate in the Stenography test and Interview/Viva-Voce. Where more than one candidate obtains same grand total marks, the candidate who obtains more marks in the Stenography test will get preference. Where the marks obtained by such candidates in the Stenography test are also same, then the candidate who is senior in age will get preference.	

6. **HOW TO APPLY**

Before applying online, candidates must possess a valid e-mail ID and Mobile Number which are mandatory for registration. E-mail ID should be kept active. **Though the system is designed to send e-mail immediately acknowledging the Registration Code, sometimes due to network congestion, the e-mail may not be delivered, hence the candidates are requested to note down the Registration Code.**

- I. Log on through the website <https://ghconline.gov.in> and click on 'Online Application for the post of Private Secretary in the Principal Seat of the Gauhati High Court'.
- II. Candidates need to upload clear scan copies of the following testimonial



(s)/certificate (s) at the time of submission of online application.

- a) Documents relating to age proof (Class X admit card/Birth certificate),
- b) Documents relating to educational qualification (Marksheet/Pass certificate),
- c) Diploma in Stenography.
- d) Certificate relating to reservation category.
- e) Certificate relating to disability (if applicable),
- f) No objection certificate from the present employer (only for the candidates who are already in Govt. Service)

N.B. : Candidates belonging to OBC/MOBC category shall have to upload a valid Non Creamy Layer certificate from the competent authority while filling up the online application form and to produce at the time of the document verification before Interview/Viva-voce.

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

For any technical assistance for submission of online application forms please email to **rec-ghc@nic.in** mentioning the name of the post 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 **ghcrmps@gmail.com**.

7. APPLICATION FEE: The details of application fee to be paid by the applicants are indicated below:

OBC / MOBC	Rs.500/-
ST(P)/ST(H)	Rs. 250/-
PwBD	Nil

8. Fee once paid shall not be refunded under any circumstances. The fee will also not be held in reserve for any other examination or selection.

9. Candidates are advised in their own interest to apply online well before the last date and not to wait till the last date, so as to avoid heavy load on internet or website.

10. TERMS AND CONDITIONS:

- i.** Merely satisfying the eligibility criteria will not entitle a candidate to be called for the Stenography test / written examination / Interview etc.
- ii.** Candidates have to produce their original testimonials regarding educational qualifications, date of birth, caste, working experience (if any) 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 any of the aforementioned posts.
- v.** The admission of candidates at all stages of the selection processes shall be purely provisional and subject to 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 fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any notice. Mere calling of candidate to Stenography test/written examination/Interview etc. or issuance of admits cards/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. for all the categories of posts 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 Stenography test/written examination/Interview/Viva-Voce etc.
- viii.** Valid **Disability Certificate** for Persons with Benchmark Disabilities (PwBD) must be issued by competent authority.
- ix.** Candidates who are already in the Government Service in State/Central/PSU may apply after intimating their employers regarding submission of online application forms for the advertised vacancies. They shall have to upload **"No**

Objection Certificate from their present employer at the time of submission of online application form and "Release Order" at the time of appointment.

- x. The High Court may decide not to issue any admit card/call letter etc. to any candidate and may decide to call candidates to Stenography test / written examination/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) of the High Court regularly for updates and important information. Unnecessary correspondence should be avoided.
- xi. 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.
- xii. Any information submitted by an applicant in his/her application will bind the candidate personally. 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 certificate for claim of benefit of reservation must be issued by the competent authority.
- xiv. If any candidate is found canvassing directly or indirectly, his/her candidature will be rejected.
- xv. The High Court reserves the right to cancel the advertisement, alter any terms and conditions of the advertisement at any stage.
- xvi. The examination materials will be destroyed following the Standard Operating Procedure (SOP) laid down in Notification No. 50 dated 26-06-2025 issued by the High Court.
- xvii. All other matters which are not specifically provided in this advertisement shall be as decided by the High Court.

By order



1/2 Registrar (Administration)-Cum-
In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati-01

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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. The Joint Registrar (_____), Gauhati High Court, Guwahati.
5. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
6. Project Manager, Gauhati High Court, Guwahati for immediate uploading of the advertisement in the High Court website with the caption:
"Advertisement dated 06 -07-2026 for filling up 3 (three) post of Private Secretary in the Principal Seat of the Gauhati High Court" with a scroll in the home page.
7. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati for favour of his lordship's kind information.
8. PS to Hon'ble Mrs. Justice _____ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
9. The Administrative Officer (Judicial)_____, Gauhati High Court, Guwahati.
10. Notice Board.


i/c Registrar (Administration)-Cum-
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