

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

No. HC.XXXVII-02/2020/ **119** /R.Cell

Dated Guwahati 27-02-2020

From: Sri R. Baruah
Registrar (Administration)-cum-
In-Charge, centralized Recruitment,
Gauhati High Court, Guwahati-1

To:

- 1) **The District & Sessions Judges/Chief Judicial Magistrates** of all the districts of Assam.
- 2) **The Presiding Officer**, Labour Court, Guwahati / Labour Court, Dibrugarh.
- 3) **The Presiding Officer**, Industrial Tribunal, Guwahati/ Industrial Tribunal, Silchar/ Industrial Tribunal, Dibrugarh.
- 4) **The Principal Judge**, Family Court No.1, Guwahati / Family Court No.2, Guwahati/ Family Court No.3, Guwahati/ Family Court, Silchar/ Family Court, Barpeta / Family Court, Dhubri/ Family Court, Nalbari.
- 5) **The Presiding Officer**, STAT & Member, MACT No. 1, Kamrup, Guwahati/ MACT No.2, Guwahati/ MACT No.3, Guwahati/ MACT, Kamrup, Amingaon,/ MACT, Nagaon/ MACT, Barpeta/ MACT, Dhubri/ MACT, Nalbari/ MACT, Goalpara/ MACT, Cachar, Silchar/ MACT, Sonitpur, Tezpur.
- 6) **The Special Judge**, Assam, Guwahati/ Judge, Designated Court, Guwahati, Assam.
- 7) **The Special Judge**, CBI, Assam, Guwahati/ Addl. CBI Court No. 1, Guwahati/ Addl. CBI Court No. 2, Guwahati/ Addl. CBI Court No. 3, Guwahati.

Sub: Promotional process of Stenographer Grade-I and Grade-II.

Sir/Madam,

With reference to the subject cited above, you are hereby requested to circulate the notification dated 27-02-2020 regarding promotional processes for Stenographer Grade-I and Stenographer Grade-II among the serving Stenographers of your establishment and encourage them to take part in the promotional processes .

You are further requested to forward the scanned copies of application(s) (as per format annexed) of the eligible Stenographer(s), if any, of your establishment, by email at **ghc.rcell2013@gmail.com** on or before **12-03-2020 (Thursday)** during office hours. The original copies of the applications (as per format annexed) may be sent by post addressed to the undersigned.

This is for your information and necessary action.

Yours faithfully,

*Circulate in
amount in
upload*

27/2/2020

27/2/2020
Registrar (Admin) -cum-
In-Charge, centralized Recruitment
Gauhati High Court, Guwahati-1.

THE GAUHATI HIGH COURT AT GUWAHATI
(THE HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION

No. HC.XXXVII-02/2020/118 /R.Cell

Dated Guwahati 27-02-2020

Applications are invited from the serving Stenographers of the district courts of Assam, who are eligible as per the criteria indicated below, for participation in the promotional process for promotion to **Stenographer Grade-I** and **Grade-II** against the below mentioned vacancies in the District Courts of Assam.

SI No	Grade	vacancies
1	Stenographer Grade-I	35
2	Stenographer Grade-II	28

Eligibility criteria (as on the last date of submission of applications):

(I)	For promotion to Stenographer Grade-I	Completion of 5 (five) years of service as Stenographer Grade-II or III.
(II)	For promotion to Stenographer Grade-II	Completion of 5 (five) years of service as Stenographer-III.

Stenographers, who are working on contingent/contractual/ad hoc/wages basis etc., are not eligible to take part in the promotional process.

Eligible stenographers, who furnish their options, will have to appear in a Speed Test as indicated below:

Speed Test for Promotion to Grade-I		
Sl. No.	Subject	Time/Marks
1.	Voice testing before dictation	2 minutes
2.	Speed test in Shorthand at a speed of 80 words per minute (Duration 7 minutes) [560 words]	50 marks
3.	Time to be given to the candidates for testing the Computer	3 minutes
4.	Time for transcription of the dictated portion	20 minutes
5.	Candidates securing 30 or more marks out of 50 will be eligible for promotion to Grade-I	
Speed Test for Promotion to Grade-II		
Sl. No.	Subject	Time/Marks
1.	Voice testing before dictation	2 minutes
2.	Speed test in Shorthand at a speed of 60 words per minute (Duration 7 minutes) [420 words]	50 marks
3.	Time to be given to the candidates for testing the Computer	3 minutes
4.	Time for transcription of the dictated portion	20 minutes
5.	Candidates securing 30 or more marks out of 50 will be eligible for promotion to Grade-II	

The District & Sessions Judges/Presiding Officers/Chief Judicial Magistrates of the District Courts of Assam are requested to forward the scanned copies of applications (as per format annexed) of the eligible Stenographer(s), if any, of his/her establishment, by email at gnc.rcell2013@gmail.com on or before **12-03-2020 (Thursday)** during office hours. The

original copies of the applications (as per format annexed) may be sent by post addressed to the undersigned.

On receipt of applications, the date, time and venue of the Speed Test will be notified in due course.

By Order,



(R. Baruah)

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

No. HC.XXXVII-02/2020/118A/R.Cell

Dated Guwahati 27-02-2020

Copy to:

1. Registrar General, Gauhati High Court, Guwahati.
2. Registrar (Vigilance/Judicial/Estt.), Gauhati High Court, Guwahati.
3. Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati for favour of information of his lordship.
4. The District & Sessions Judges of all districts of Assam for information and necessary action.
5. The Presiding Officer, Labour Court, Guwahati/Labour Court, Dibrugarh for information and necessary action.
6. The Presiding Officer, Industrial Tribunal, Guwahati/ Industrial Tribunal, Silchar /Industrial Tribunal, Dibrugarh for information and necessary action.
7. The Principal Judge, Family Court No.1, Guwahati/Family Court No.2, Guwahati/ Family Court No.3, Guwahati/ Family Court, Cachar, Silchar/Family Court, Barpeta/Family Court, Dhubri/ Family Court, Nalbari for information and necessary action.
8. The Presiding Officer, STAT & Member, MACT No.1, Guwahati, MACT No.2, Guwahati, MACT No.3, Guwahati/MACT, Kamrup, Amingaon/ MACT, Nagaon/ MACT, Barpeta/ MACT, Cachar, Silchar/ MACT, Nalbari/MACT, Dhubri/ MACT, Goalpara/ MACT, Sonitpur, Tezpur for information and necessary action.
9. The Special Judge, Assam, Guwahati/Judge, Designated Court, Guwahati, Assam for information and necessary action.
10. The Special Judge, CBI, Assam, Guwahati/Addl. CBI Court No. 1, Guwahati/ Addl. CBI Court No. 2, Guwahati/Addl. CBI Court No. 3, Guwahati for information and necessary action.
11. Chief Judicial Magistrates of all districts of Assam for information and necessary action.
12. Joint Registrar (_____), Gauhati High Court, Guwahati.
13. Deputy Registrar (_____), Gauhati High Court, Guwahati.
14. Assistant Registrar (_____), Gauhati High Court, Guwahati.
15. Administrative Officer (Judicial), _____, Gauhati High Court, Guwahati.

16. The Project Manager, Gauhati High Court, Guwahati for uploading the Notification in the official website of the High Court, immediately under the caption "**Notification dated 27.02.2020 inviting applications from serving Stenographers of District Courts of Assam for promotion to Stenographer Grade-I/II**" with a scroll in the home page.
17. PS to Hon'ble Mr. Justice _____ Gauhati High Court, Guwahati for favour of his lordship's kind information.
18. PS to Hon'ble Mrs. Justice _____ Gauhati High Court, Guwahati for favour of her ladyship's kind information.
19. CA to the Registrar (Admin), Gauhati High Court, Guwahati.
20. The High Court Notice Board.
21. Order File.



(R. Baruah)
Registrar (Admin)-cum-
In-Charge, Centralized Recruitment,
Gauhati High Court, Guwahati

The Gauhati High Court at Guwahati

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

Application Form for Serving Stenographers of District Courts of Assam for taking part in the promotional process for Grade-I/II Stenographers

1. Promotional Post applied for:
(Grade-I/ Grade II/ Both)
2. Name (IN BLOCK LETTERS):
3. Gender:
4. Category (General/SC/ST(P)/ST(H)/OBC/MOBC/PWD):
5. Father's name:
6. Husband's Name (In case of married female candidate):
7. Date of birth (as per HSLC/School certificate):
8. Age as on the last date of submission of application:
9. Nationality:
10. (i) Whether married? (ii) If yes, whether more than one spouse living:
11. Educational Qualification(s):

One recent colour passport photo should be affixed here and candidate should sign across the photograph. 2 copies of the same photograph should be stapled in the top right corner of this application form. Candidate should write their full name on the reverse of the 2 stapled photographs.

Sl. No.	Exam Name	Board/Council	College/University	Division/Class	Percentage

12. Other qualification(s), if any:
13. Date of entry in the regular service:
14. Name of present post held and date of entry in the present post:
15. Scale of pay (with grade pay) in the present post:
16. Date of Retirement:

17. Whether any departmental proceeding initiated/pending against you.
If yes, give details/result thereof (add separate sheet, if necessary):
18. Address for Correspondence:
19. Permanent Address:
20. Is any FIR/Complaint/Criminal Case/Charge-sheet pending against you in any police station/court? (if yes, give details):
21. Have you ever been convicted in a criminal case? (if yes, give details):
22. Have you ever been debarred from any examination? (if yes, give details):
23. Whether income tax assessee? If so, PAN/GIR No., If any:
24. E-mail id (if any):
25. Telephone/Mobile No:
26. Do you have any objection if you are posted, on promotion, in a district of Assam, other than the one in which you are working at present? (Answer Yes or No.):
27. Give brief service profile:

Declaration: I hereby affirm and state that the abovementioned information is true and correct to the best of my knowledge and belief.

Place & Date:

Full signature of the applicant