

HIGH COURT OF GUJARAT

AT SOLA, AHMEDABAD - 380 060.

Websites : www.gujarathighcourt.nic.in AND <https://hc-ojas.gujarat.gov.in>

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**DIRECT RECRUITMENT OF COURT MANAGER ON THE
ESTABLISHMENT OF THE HIGH COURT OF GUJARAT.**

TENTATIVE IMPORTANT DATES

Please refer to the Information Bulletin

The High Court of Gujarat invites 'Online Application' from eligible Candidates for filling up a total of **21** vacant posts of **Court Manager** in the Pay Matrix of **Rs.56,100/-** plus usual allowances as per the Rules, on the establishment of the High Court of Gujarat, by way of Direct Recruitment.

1. CATEGORY-WISE VACANCIES :

| Total No. of post | Category-wise breakup | | | | | Category-wise breakup for women | | | | | Out of total vacancy Reservation for | |
|-------------------|-----------------------|-----------|-----------|-----------|-----------|---------------------------------|-----------|-----------|-----------|-----------|--------------------------------------|-----------|
| | General | SC | ST | SEBC | EWS | General | SC | ST | SEBC | EWS | Ex-servicemen | PH |
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | (10) | (11) | (12) | (13) |
| 21 | 07 | 01 | 05 | 05 | 03 | 01 | 01 | 02 | 03 | 01 | 03 | 01 |

Note :

- *The services of Court Manager are transferable throughout the District Judiciary in the State of Gujarat.*
- *As far as Differently Aabled Persons (PH) are concerned, only the physically disabled Candidate with locomotor disabilities are allowed to apply, subject to production of a Medical Certificate of Fitness from Civil Surgeon or Medical Officer or a Medical Board within two months from the date of his/her first appointment, which may be extended for further period upto six months in suitable cases.*
- *The High Court reserves its rights to adjust/alter the number of vacancies notified.*

2. ELIGIBILITY CRITERIA :

[as on the Last Date for submitting Online Application] :

(A) Educational Qualification :

Masters Degree in Business Administration/Advance Diploma in General Management with minimum of 55% marks, from any University in India or any Institution recognized by the University Grants Commission.

(B) Experience:

5 years' Experience/Training in Systems and Process Management, I.T. Systems Management, HR Management and Financial System Management

(C) Preferable:

- (a) Excellent People Skills;
- (b) Excellent Communication Skills;
- (c) Excellent Computer Application Skills.

(D) Acquaintance of vernacular Language :

The Court Manager job would entail perusing and researching various documents/papers in the vernacular language. A Court Manager therefore, have to be acquainted with the vernacular Language i.e. Gujarati.

(E) Knowledge of Computer:

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

3. AGE LIMIT :

- (i) A Candidate applying to the said post, shall not be less than **25 years** and not more than **40 years** of age, as on the last date of submitting Online Application.
- (ii) The Upper Age Limit may be relaxed as follows:

| Sr. No. | Category | Age Relaxation |
|----------------|--|---|
| 1. | Unreserved Candidates | - |
| 2. | Employees working in District Courts of the State of Gujarat 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. |
| 3. | SC, ST, SEBC & EWS Candidates (of Gujarat origin ONLY) | 5 Years |
| 4. | Women Candidates | 5 Years |
| 5. | Differently Abled Persons | 10 Years |
| 6. | Ex-Servicemen | Actual service rendered plus 3 Years |

- (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 the Last Date of submitting the 'Online Application'.

4. RESERVATION :

- (a) The Reservations for various Categories and Classes [i.e. Scheduled Castes, Scheduled Tribes, Socially and Educationally Backward Classes, Differently Abled Persons (PH), Women, Ex-Servicemen & Economically Weaker Sections (EWSs)], shall be in accordance with the **prevailing policies** of the State Government.
- (b) Candidate belonging to the Reserved Categories in the State of Gujarat, shall only be eligible for Reservation / Relaxation benefits.

5. FEES AND MODE OF PAYMENT :

Please refer to the Information Bulletin

6. DUTIES & RESPONSIBILITIES OF COURT MANAGERS :

- (i) The Court Manager shall assist the Officers in the District Courts in the respective Judicial Districts/High Court of Gujarat, as the case may be, in administrative functioning of the Courts to enhance the efficiency of the Court Management.
- (ii) While performing such function, the Court Manager shall work under the control of the Principal District Judge, in the District Court & of the High Court, as the case may be.
- (iii) The incumbent appointed as Court Manager shall maintain professional secrecy and shall not divulge any information which may come to his knowledge to anyone under any circumstances. Breach of this condition shall make him liable to be removed, forthwith.
- (iv) The Court Manager, apart from any other work that may be assigned to him/her by the Principal District & Sessions Judge concerned/ the High Court, He/She may be entrusted with the following responsibilities :-
 - (i) He/She shall facilitate to establish the performance standards applicable to the Court, including of Timeliness, Efficiency, Quality of Court performances; Infrastructure; Human Resources; Access to Justice; as well as for Systems for Court Management and Case Management, based on applicable directives of Superior Courts.
 - (ii) He/She shall carry out an evaluation of the compliance of the Court with such standards, identify deficiencies and deviations; identify steps required to achieve compliance; maintain such an evaluation on a current basis through annual updates etc. as specifically set out in the guide-lines of Department of Expenditure, Finance Commission Division, vide No. 32(30)FCD/2010 at Annexure – III, as well as the letter dated 27/01/2012 of the Department of Justice, to the Registrar General of all the High Courts.

7. SCHEME OF EXAMINATION :

The Competitive Examination shall consist of :

- | | |
|--|-------------|
| (A) Elimination Test (Objective Type-MCQs) | [100 Marks] |
| (B) Main Written Examination | [60 Marks] |
| (C) Viva-Voce Test | [40 Marks] |

(A) Elimination Test (Objective Type-MCQs) [100 Marks]

- (i) Question Paper of Elimination Test shall consist of **100** Multiple Choice Questions (**MCQs**), each of **1 Mark**. For every wrong / multiple answer, there shall be **Negative Marking of 0.33 Marks**. Language of the Question Paper shall be **English** only (except the questions in Gujarati Language). Duration of the Elimination Test shall be **02 (Two) Hours**.

Syllabus of Elimination Test :

(a) Management related Topics

1. Managerial Functions
2. Business Economics
3. Organisational Behavior & Design
4. Quantitative Techniques
5. Research Methodology
6. Accounting for Managers, Financial Accounting & Financial Management
7. Human Resource Management

(b) General Knowledge

(c) Computer Skills/Applications knowledge

(d) Legal knowledge

(e) General I.Q. Test

(f) English Language

(g) Gujarati Language

- (ii) The Elimination Test will be conducted either at Ahmedabad or at any District place/places as may be decided by the High Court, depending upon the number of Candidates applying.
- (iii) Candidates shall have to secure **minimum 55 Marks** in the Elimination Test and only those qualifying therein, may be called for Main Written Examination.
- (iv) Marks obtained in the Elimination Test (Objective Type-MCQs) will NOT be considered for determining the merits, while preparing the Select List.
- (v) The Objective-Type (MCQ) Elimination Test shall be administered through an OMR Sheet or any other mode as may be decided by the High Court. In any case, re-evaluation, rechecking/reassessment will not be entertained by the High Court. No objection in this regard will be entertained

(B) Main Written Examination [60 Marks] :

- (i) Syllabus, Scheme & Duration of Main Written Examination will be declared by the High Court later on.
- (ii) The Main Written Examination will be conducted at Ahmedabad at the Centre(s), which would be decided hereafter.
- (iii) Candidates shall have to secure **minimum 50% Marks** in the Main Written Examination and only those qualifying therein, may be called for Viva-Voce Test.
- (iv) In case, large number of Candidates qualify in the Elimination Test/Main Written Examination, it will be open for the High Court to restrict the number of Candidates as deemed necessary, according to Merit, for the Next Stage.

(C) Viva-Voce Test :

- (i) Viva-voce Test shall be of 40 Marks.
- (ii) Minimum qualifying Marks – 50%

8. PREPARATION OF SELECT LIST:

- (a) The **Select List** shall be prepared on the basis of **Aggregate Marks** obtained by the Candidates in the **Main Written Examination and Marks obtained in Viva-Voce Test**.
- (b) The High Court reserves the right to adopt appropriate method of short-listing the Candidates at any stage.
- (c) The **Select List** shall remain in force for a period of **01 (One) year**, from the date of its publication or until the publication of a fresh List(s), whichever is earlier.
- (d) Any Candidate who does not accept the offer of appointment within the time-limit, **shall lose his/her right to appointment** and the High Court shall operate the Select List, as the case may be.
- (e) The **Select List** shall be published on **High Court website as well as on 'HC-OJAS' website**, and/or through any other mode, as may be decided by the High Court.

9. DISQUALIFICATION FOR APPOINTMENT :

Please refer to the Information Bulletin

10. HOW TO APPLY :

Please refer to the User Manual - How To Apply

11. GENERAL INSTRUCTIONS :

- (a) **Please refer to the Information Bulletin**
- (b) Candidate is required to produce the following **original testimonials / documents** as well as **one set of self-attested copies thereof alongwith 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**'.
 - (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.B.A or Advanced Diploma in General Management (All Semesters), Law Graduation, Certificate of Work Experience/Training obtained etc. as per requirement/ applicable.
 - (iv) Requisite Certificate with respect to Basic Knowledge of Computer as prescribed by the State Government from time to time.
 - (v) **Certificates** indicating Excellent People Skills; Excellent Communication Skills; Excellent Computer Application Skills.
 - (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 Reserved Category (EWS). The validity of the said certificate will be in accordance with the provisions prescribed by the State Government.
 - (viii) In case of **Differently Abled (PH)** (a) a Certificate from a Competent Authority to the effect that he/she has a **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, if employed in State/Central Government.

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- (xi) **Certificates** issued by Two Respectable Persons being Professionals / Dignitaries like Doctor, Engineer, M.L.A., M.Ps., certifying his/her good moral character (original) *(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 / Charge-sheets, Judgment etc.
- (xiv) Original **Identity Proof** as prescribed in the Information Bulletin.
12. Any **Application**, even under the **R.T.I. Act**, seeking any information, **will NOT be entertained till the completion of the entire Recruitment Process.**
13. 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 the Candidates.

High Court of Gujarat,
Sola, Ahmedabad.
Date : 22/05/2024

Sd/-
Registrar (Recruitment)