



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence In Assessment



(उच्चतर शिक्षा विभाग, शिक्षा मंत्रालय, भारत सरकार के तहत एक स्वायत्त संगठन)
(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

PUBLIC NOTICE
19th February, 2025

Subject: Conduct of Stage-II of the Recruitment Examination for Various Post(s) in the High Court of Gujarat, District Courts, Industrial Courts and Labour Courts under Recruitment Drive 2024.

With reference to the Detailed Advertisement(s) dated 22.05.2024 and the subsequent Corrigendum dated 27.09.2024, the National Testing Agency is going to conduct the Stage-II Examination for various posts under Recruitment Drive 2024 on behalf of the High Court of Gujarat.

The candidates who have qualified in Stage-I for the below mentioned post(s) in the High Court of Gujarat, District Courts, Industrial Courts and Labour Courts under Recruitment Drive-2024 are hereby informed the schedule of examination of Stage-II as under:

S. No.	Name of the Post	Date of Exam	Mode of Exam	Exam City
1.	Court Manager (the detailed syllabus is given in Annexure-I)	09 th March, 2025	Main Written Examination	Ahmedabad
2.	Gujarati Stenographer (Grade III)	22 nd & 23 rd March, 2025	Stenography Test	Ahmedabad
3.	Gujarati Stenographer (Grade II)		Computer Aided Test	
4.	English Stenographer (Grade II)			
5.	Computer Operator	27 th April, 2025	Objective Type MCQ	It will be notified later
6.	Deputy Section Officer			
7.	Process Server/Bailiff			

For the syllabus and Scheme of Examination, the candidates are advised to refer the detailed Advertisements and Corrigendum issued, which are available on the Website <https://exams.nta.ac.in/HCG/>.

The detail of Exam Centre, Time of Exam and Shift of Exam for the post(s) mentioned at Sr. No. 1 to 5 will be informed through the Admit Card to be issued 3/4 days prior to the exam. The Admit Card is to be downloaded from the official website <https://exams.nta.ac.in/HCG/> only.

The detail of the Exam City for the post(s) mentioned at Sr. No. 6 to 7 will be informed through an advance City Intimation Slip to be issued 7/8 days prior to the examination.

The Candidates are also advised to keep visiting the official Websites: <https://exams.nta.ac.in/HCG/> and/or <https://gujarathighcourt.nic.in/> and <https://hc-ojas.gujarat.gov.in/> for latest updates.

For any query or clarification, Candidates can call the NTA Help Desk at 011 40759000/ 69227700 or write to NTA at ghcre@nta.ac.in.

Sd/-
Director (Exams)



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वेबसाइट / Website www.nta.ac.in





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ANNEXURE-I

SYLLABUS AND SCHEME/PATTERN OF EXAM

With reference to the Advertisement No.HCG/NTA/01/2024/[1]6 dated 22.05.2024 & subsequent Corrigendum dated 27.09.2024, the Main Written Examination for the post of Court Manager in the establishment of the High Court of Gujarat will be held on 09th March, 2025 (Sunday).

The test will be framed to test the following broad aspects :

Mode of Test	Descriptive Test (Pen & Paper)	Broad Scheme & Pattern
Duration of the Test	03 hours	
Medium	English	
Max Marks	60	
Syllabus	<p>Managerial Functions which may include questions to test the following aspects:</p> <p>a) Candidate's aptitude towards goal setting, performance/timeliness, efficiency, task management.</p> <p>b) Planning & Implementation (Developing Strategic Plans), Organizing (execution skills), Staffing (Directing, Coordinating, Reporting (Performance parameters) and Budgeting (financial data).</p> <p>c) Communication Skills - Written Communication like generating emails, developing reports- Audience, visuals, logical structure, Branding, data story, interpretation and analysis of information and statistics</p> <p>d) Decision Making on the basis of research-past data and situations for problem solving. Analyzing the case study, responsiveness and access to the justice.</p> <p>e) Computer application skills- Questions based on MS Office and General issues related to digital world like artificial intelligence applications, cybersecurity, digital marketing.</p> <p>f) Leadership situations from team building to managing performance, happiness and motivation and designing organization structures and institutionalizing organization culture.</p> <p>g) Overall, the administrative oversight, Resource Management, Policy implementation, Liasion and Communication, Technology Integration, Reporting and Data Analysis, Customer Services etc.</p>	<p>Descriptive Questions from the given syllabus.</p> <p>Essay Writing/ Letter Writing/ English & Gujarati Language/Grammar.</p> <p>Descriptive type Questions on Comprehension/ Precis writing/ Case Study/ Situation Based / Noting/Drafting/Advertisement framing etc.</p>