**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)

THE HIGH COURT OF GUJARAT

## SYLLABUS AND SCHEME/PATTERN OF EXAM

With reference to the Advertisement No.HCG/NTA/01/2024/[I]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 | Managerial Functions which may include questions to test the following aspects:<br><br>a) Candidate's aptitude towards goal setting, performance/timeliness, efficiency, task management.<br><br>b) Planning & Implementation (Developing Strategic Plans), Organizing (execution skills), Staffing (Directing, Coordinating, Reporting (Performance parameters) and Budgeting (financial data).<br><br>c) Communication Skills - Written Communication like generating emails, developing reports- Audience, visulas,, logical structure, Branding, data story, interpretation and analysis of information and statistics<br><br>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.<br><br>e) Computer application skills- Questions based on MS Office and General issues related to digital world like artificial intelligence applications, cybersecurity, digital marketing.<br><br>f) Leadership situations from team building to managing performance, happiness and motivation and designing organization structures and institutionalizing organization culture.<br><br>g) Overall, the administrative oversight, Resource Management, Policy implementation, Liasion and Communication, Technology Integration, Reporting and Data Analysis, Customer Services etc. | Descriptive Questions from the given syllabus.<br><br>Essay Writing/ Letter Writing/ English & Gujarati Language/Grammar.<br><br>Descriptive type Questions on Comprehension/ Precis writing/ Case Study/ Situation Based / Noting/Drafting/Advertisement framing etc. |