

Advertisement

HIGH COURT OF UTTARAKHAND, NAINITAL

Recruitment of Personal Assistants – 2017

Applications are invited from eligible candidates for recruitment of **15 vacant posts (General: 10, S.C.: 03 and OBC: 02) of Personal Assistants** by direct recruitment in the establishment of High Court of Uttarakhand in the pay scale in Pay Band Rs. 9300-34800 along with Grade Pay of Rs. 4800.

1. Reservation of Posts: Reservation shall be available to the domiciles of Uttarakhand only.

Important Note: For direct recruitment to class III posts at the establishment of High Court of Uttarakhand, a candidate shall be eligible only if his/her name is registered in any of the Government Employment Exchange situated in the State of Uttarakhand before the last date of submission of application form. However, as per the G.O. No. 1097/XXX(2)/2011 dated 8th August 2011, any person who is already in the service of Uttarakhand State Government shall have no obligation of registration in the employment exchange, but such candidate shall have to apply through proper channel and they have to submit 'No Objection Certificate' from the Head of the concerned Department.

2. Age: The candidate must have attained the minimum age of 21 years and should not be more than 42 years as on 1st July, 2017 (as per amendment vide Government of Uttarakhand Notification No. 107/XXX(2)/2014 55(41)2004 dated 25.02.2014). However, relaxation in age will be admissible as per rules of Government of Uttarakhand to the candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes. Government Servants must submit their application through proper channel. Provided further that in case of members of High Court staff, a relaxation of five years may, in suitable cases, be made by Hon'ble the Chief Justice, but such candidate shall have not more than three opportunities to appear at the examination.

3. Qualification: The candidate:-

- (i) Must possess a Bachelor's degree of a University established by Law in India or a qualification recognized as equivalent thereto.
- (ii) Must possess good knowledge of English Shorthand and typewriting with minimum speed of 40 words per minute (corresponding to 12000 key-depressions per hour) in English typewriting and 100 words in English Shorthand dictation per minute. Preference will be given to those having good knowledge of Hindi shorthand and typewriting with minimum speed of 30 words per minute (corresponding to 9000 key-depressions per hour) in Hindi typewriting and 80 words in Hindi shorthand dictation per minute and knowledge of Computer Operation.

4. Physical Fitness: No person shall be recruited unless he / she is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of official duties. Before a candidate is finally approved for appointment, he / she shall be required to produce a medical certificate of physical fitness.

5. Marital Status: A male candidate who has more than one wife living or a female candidate who has married a person already having a wife living shall not be eligible for the recruitment.

6. Examination for Recruitment on the post of Personal Assistant:-

General Knowledge (Objective Type), Time: 03 Hours, MM: 200

- (i) General Science
- (ii) Current Affairs (National & International)
- (iii) Indian History & World History
- (iv) Indian Geography & World Geography
- (v) Legal Glossary
- (vi) Legal History
- (vii) Knowledge of Uttarakhand (History, Geography, Economy & Polity Based)
- (viii) Constitution of India
- (ix) Computer Science & its Applications.

Paper I: English Language, Time: 03 Hours, MM: 200

- (i) Word, Phrases, Synonyms, Opposites
- (ii) Essay
- (iii) Precis Writing
- (iv) Grammar
- (v) Translation from English to Hindi
- (vi) Letter Writing (formal)
- (vii) Summary Writing

Paper II: Hindi Language, Time: 03 Hours, MM: 200

- (i) Word, Phrases, Synonyms, Opposites
- (ii) Essay
- (iii) Precis Writing
- (iv) Grammar
- (v) Translation from Hindi to English
- (vi) Letter Writing (formal)
- (vii) Summary Writing

Paper III: Practical, Time: 03 Hours, MM: 100

Type-writing and Shorthand: Type-writing with minimum speed of 12000 key-depressions per hour in English and 100 words in English Shorthand dictation per minute.

Note: 1. Preference will be given to those having good knowledge of Hindi Shorthand and Type-writing with minimum speed of the 9000 key depressions in Hindi Type-writing per hour and 80 words in Hindi Shorthand dictation per minute and knowledge of Computer operation.

2. Typing Test will be conducted initially and the candidates declared successful in Typing Test will be eligible to appear in the Shorthand Test.

3. Typing Test shall be conducted on PC.

4. Practical Examination shall be qualifying in nature and the merit list shall be prepared on the basis of the marks obtained in the written examination. Method of evaluation of Shorthand Test will be intimated in due course, before the examination, on the website of High Court. **Candidates, who will declared successful in qualifying the Practical Test i.e. who will achieve minimum speed of 12000 key-depressions per hour in English Type-writing and who will be declared qualified in Shorthand Test, will be eligible to appear in the Written Examination.**

5. The standard of question papers shall be of graduation level.

6. The question paper of General Knowledge will be available in both English & Hindi Language. Question paper of General Knowledge will contain 200 MCQ

(Multiple Choice Questions) Type Questions. There shall be no negative marking for wrong answer.

7. The Recruitment Committee has discretion to fix minimum qualifying marks in any or all papers for written examination. Decision of the Selection Committee shall be final in this regard.

8. If two or more candidates secure equal marks, the candidate older in age shall be placed higher.

7. Form of Application:- Applications will be entertained only on prescribed form given below, which may be downloaded from the website (www.highcourtuttarakhand.gov.in) of High Court of Uttarakhand, Nainital. The candidates belonging to **General / O.B.C. Category must enclose a demand draft of any nationalized bank for Rs. 300/-** and candidates belonging to **Scheduled Caste & Scheduled Tribe must enclose a demand draft of any nationalized bank for Rs. 150/-** along with the application, drawn in favour of **Registrar General, High Court of Uttarakhand**, payable at **Nainital**. The candidate shall enclose self attested copies of testimonials of academic qualification, experience etc. and two self-addressed envelopes affixing postal stamps of Rs. 25 on each of the envelope, along with the application. For proof of age, copy of certificate of High School or equivalent is must. Any application not filled completely or without enclosing the copies of required testimonials, self-addressed envelopes affixing stamps or demand draft shall be rejected summarily. The application must be submitted to the **Registrar General, High Court of Uttarakhand, Nainital – 263002**.

8. The last date for submission of duly completed application before Registrar General, High Court of Uttarakhand, Nainital is **09.06.2017 by 4.30 P.M.** The High Court will not be responsible for any delay whatsoever in late receiving of application. Applications received after the last date shall be rejected summarily. The envelope containing application should be superscripted, "**Application for Recruitment of Personal Assistants – 2017**". Applications by Government servants, if eligible, should be submitted only through proper channel, with No Objection Certificate of the Head of the Department.

9. The list of eligible & rejected candidates shall be uploaded on the website of the High Court of Uttarakhand on or before 07.07.2017. Dates & venue for Practical and Written Examination shall be intimated later on. The Practical and the written examination shall be conducted at Nainital. Admit Card shall be sent to the candidates on their E-mail addresses through E-mail. **Various informations & dates regarding the examination shall be given only on the website of High Court, therefore, candidates are advised to visit the website of High Court (www.highcourtuttarakhand.gov.in) regularly.**

10. There shall be no interview in the selection process.

By order
Sd/-
(Narendra Dutt)
Registrar General

HIGH COURT OF UTTARAKHAND, NAINITAL
Recruitment of Personal Assistants – 2017
Application Form

Affix
passport size
recent
photograph
of the
candidate

1. Name of the Candidate:
2. Name of Father/ Husband:
3. Address for correspondence:Pin.....
4. Telephone/ Mob. No..... Email
5. Permanent Address:Pin.....
6. Date of Birth (enclose copy of High School Certificate):
7. Age as on 01.07.2016:Year.....Month.....Days
8. Are you a citizen of India:
9. Place of Domicile: State.....District
10. (i) Name of Employment Exchange where the name of candidate is registered
- (ii) Registration Number of Employment Exchange & Date of Validity
-(enclose copy of registration certificate)
11. Details of Bank Draft: Amount (Rs.)No.....Date.....Name of Bank
12. Mention your category i.e. Gen./S.C./S.T./O.B.C. and enclose copy of relevant certificate
13. (a) Marital Status:.....
- (b) If married, state whether you have more than one wife living / or married to a person already having a wife living:
14. Particulars of Educational Qualifications (enclose copy of relevant certificates)

Name of Examination	of	Name of Board/ University	Subjects	Year	Percentage Marks	of	Grade Division	or

15. Particulars of Experience (If any):

Name of Employer	Name of post held	Date of joining service	Date of leaving service	Pay Scale

Declaration by the Candidate:

I hereby declare that all the details given above are true to my knowledge and belief and in case any detail is found false, my candidature may be cancelled and I also declare that even after my appointment, if anything is found false, then my services may also be terminated.

Date:

Place:

Signature of the Candidate

ADMIT CARD
Recruitment of Personal Assistants – 2017
Date of Shorthand & Typing Test –
Date of Written examination –

Roll No (to be filled by the office)

Affix
passport size
recent
photograph
of the
candidate

Name of the Candidate:

Father's name of the Candidate:

Address for Correspondence

.....

.....

E-mail Address:

Examination Centre: (to be filled by the office)

.....
Signature of the Candidate

.....
Signature of the issuing Authority

By order

Sd/-
(Narendra Dutt)
Registrar General

HIGH COURT OF UTTARAKHAND, NAINITAL
Recruitment of Personal Assistants-2017
In the establishment of High Court of Uttarakhand, Nainital

Advertisement

Applications are invited from eligible candidates for recruitment on the 15 vacant posts (General: 10, S.C.: 03, O.B.C.: 02) of Personal Assistants in the establishment of High Court of Uttarakhand, Nainital.

The last date for receipt of duly filled applications is **09.06.2017**.

Intending / desirous eligible candidates may visit Uttarakhand High Court's website at www.highcourtofuttarakhand.gov.in for obtaining complete information with respect to all relevant details, syllabus, downloading of the format of application and all the requirements relating thereto etc.

Sd/-
(Narendra Dutt)
Registrar General
High Court of Uttarakhand
Nainital.