

HIGH COURT OF UTTARAKHAND, NAINITAL

Recruitment of Personal Assistants – 2015

Applications are invited from eligible candidates in the form given below for recruitment of 09 vacant posts (06 General, 02 SC and 01 OBC) of Personal Assistants by direct recruitment in the establishment of High Court of Uttarakhand in the pay scale of Pay 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 date of publication of this advertisement.

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, 2015 (as per amendment vide Government of Uttarakhand Notification No. 107/XXX (2)/2014 55(41)2004 dated 25.02.2014). 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 the High Court staff, a relaxation of five years may, in suitable cases, be made by Hon'ble the Chief Justice.

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 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 80 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 –

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

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

Note: 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.

7. Form of Application:- Applications will be entertained only on prescribed form, which may be downloaded from the website (www.highcourtofuttarakhand.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 Class & 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. along with the application.** The selection of the candidates will be provisional till they submit their original documents in proof of their qualification etc. The last date for submission of duly completed application before the **Registrar General, High court of Uttarakhand, Nainital- 263001** is **28.05.2015** by 4.30 P.M. The High Court will not be responsible for any delay whatsoever in submission 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 – 2015**". Application by Government servant should be submitted only through proper channel, with No Objection Certificate of the Department.

8. The list of eligible candidates shall be uploaded on the website of the High Court after 28.05.2015. Intimation regarding date, schedule and pattern of examination shall also be given on the website. The candidates are required to check the website of the High Court regularly after 28.05.2015. Admit Cards shall be sent to the candidates by post. In case any candidate, whose name appears in the list of eligible candidates on the website and does not get admit card, he/ she may obtain duplicate copy of admit card on submitting his passport size photograph and identity proof from the office of undersigned before two hours of the written examination. No candidate shall be allowed to appear in the test without admit card.

By order of Hon'ble the Chief Justice

Registrar General

HIGH COURT OF UTTARAKHAND, NAINITAL

Recruitment of Personal Assistants – 2015 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 No. (if any).....Email (if any).....
 5. Permanent Address:
.....Pin.....
 6. Date of Birth as per High School Certificate):
 7. Age as on 01.07.2015:Year.....Month.....Days
 8. Are you a citizen of India:
 9. Place of Domicile: State.....District
 10. Enrolment No. and date of registration in Employment Exchange:.....
 11. Description of Employment Exchange in Uttarakhand..... (Enclose copy of the Employment Registration Card)
 12. Details of Bank Draft: Amount(Rs.) No..... Date.....
Name of the Bank
 13. Mention your category i.e. S.C./S.T./O.B.C. and enclose copy of relevant certificate
 14. (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:

15. Particulars of Educational Qualifications from High School onward:

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

16. 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 any thing is found false, then also my services may be terminated.

Date:

Place:

Signature of the Candidate

ADMIT CARD

Recruitment of Personal Assistants – 2015
Date of Written examination & typing test –

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

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Examination Centre (to be filled by the office)

Date and Time of Examination

Paper-I

Paper –II

Practical

.....
Signature of the Candidate

.....
Signature of the issuing Authority