

# **HIGH COURT OF UTTARAKHAND, NAINITAL**

## **OFFICE MEMORANDUM**

**No. 80/I-a-72/Admin.A (Recruitment Cell)/ UHC-2020**

**Date: 23 August, 2023.**

In suppression of O.M. No. 105 dated 27.07.2022, applications are invited from the Assistants (i.e. Review Officer and Asst. Review Officer), who have completed 05 years of continuous service on Class-III post as on **01.08.2023**, for selection to the **09 vacant posts of Bench Secretary, Grade-II**.

Selection to these posts shall be made **on the basis of merit**, assessed through a departmental competitive examination. Preference shall be given to candidates possessing a Law degree.

The last date for submission of application in the prescribed format, attached with this memorandum is **04.09.2023**. The schedule & venue of aforementioned departmental examination shall be notified later on.

The competitive examination shall be held, in accordance with the following approved syllabus: -

<b>01. Written Examination comprising of 01 Subjective Paper as described below:-</b>	<b>100 Marks</b>
I. General Legal Awareness with special emphasis on High Court Rules 1952 (as Amended)	50 Marks
II. General Knowledge/ Current Affairs with special reference to Legal Field	15 Marks
III. Language with special emphasis on knowledge of Vocabulary in English and Hindi both	20 Marks
IV. Basic Knowledge of Computer Applications	15 Marks
<b>02. Practical test of Computer Operations</b>	<b>30 Marks</b>
<b>03. Interview-cum-Personality Test</b>	<b>20 Marks</b>

**Every candidate, who obtains 40% marks, in the aforementioned Written Examination and Practical test may be considered for being called for 'Interview-cum-Personality test'.**

**Encl: as above**

**By Order of Hon'ble the Chief Justice**

**Sd/-  
(Anuj Kumar Sangal)  
Registrar General**

**No. 4660 /I-a-72/Admin.A (Recruitment Cell)/ UHC-2020**

**Date: 23 August, 2023.**

Copy forwarded for information and necessary action to:-

1. Registrar (Judicial), Registrar (Protocol), Registrar, OSD/CPC of the Court.
2. Head Bench Secretary of the Court.
3. Joint Registrar, Deputy Registrars, Assistant Registrars, Section Officers/ In-charge, Librarian, Management Officer, Protocol Officer of the Court with a direction to inform and circulate it amongst the concerned assistants in their respective sections.
4. Deputy Registrar (I.T.) with a direction to upload the aforementioned office memorandum on the website of the High Court.
5. Guard File/ Notice Board.

**Sd/-  
Registrar (Inspection)**

# **HIGH COURT OF UTTARAKHAND, NAINITAL**

## **APPLICATION FOR THE DEPARTMENTAL COMPETITIVE EXAMINATION FOR BENCH SECRETARY GR.-II - 2023**

PASTE  
LATEST  
PASTPORT  
SIZE PHOTO  
OF  
YOURSELF

NAME OF THE APPLICANT : \_\_\_\_\_

FATHER'S/ HUSBAND'S NAME : \_\_\_\_\_

DATE OF BIRTH : \_\_\_\_\_

DATE OF JOINING, IN THE  
ESTABLISHMENT OF THE  
HIGH COURT OF UTTARAKHAND : \_\_\_\_\_

TENURE OF CONTINUOUS SERVICE,  
AS ASSISTANTS, CLASS - III, IN THE  
HIGH COURT (AS ON 01.08.2023) : \_\_\_\_\_

THE SECTION PRESENTLY  
WORKING/ATTACHED WITH : \_\_\_\_\_

WHETHER POSSESS  
A VALID LAW DEGREE : \_\_\_\_\_  
(SELF ATTESTED COPY OF DEGREE OF LAW  
TO BE ENCLOSED WITH)

HAVE YOU PREVIOUSLY DEPUTED AS  
BENCH SECRETARY IN THE COURT,  
(IF YES, PERIOD OF SUCH DEPUTATION) : \_\_\_\_\_

### **DECLARATION:-**

I \_\_\_\_\_ (S/D/W)/o, \_\_\_\_\_

SUBMITS THAT, THE DETAILS MENTIONED IN THE ABOVE APPLICATION FOR EXAMINATION TO THE POST OF BENCH SECRETARY GR - II IS CORRECT, TO THE BEST OF MY KNOWLEDGE, AND NO SUCH INFORMATION IS CONCELED, WHICH IS RELEVANT TO THE PROCEDURE OF EXAMINATION.

DATE:

(SIGNATURE OF APPLICANT)