

Revised Advertisement
HIGH COURT OF UTTARAKHAND, NAINITAL
Recruitment of Personal Assistants – 2016

Note: The earlier advertisement was incorrect due to inadvertent error and typing mistake. The earlier advertisement should not be relied upon and fresh advertisement is being issued.

Applications are invited from eligible candidates in the form given below for recruitment of 10 vacant posts (06 General, 02 S.C. and 02 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 ₹ 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 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.*

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, 2016 (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.

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: 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. The Recruitment Committee reserves the right to take Shorthand and Typing Test initially and thereafter to permit only those candidates to appear in English Language and Hindi Language papers who qualify the practical examination.

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 Caste & Scheduled Tribe must enclose a demand draft of any nationalized bank for Rs. 150/- along with the application form 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 and employment registration etc. 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 or demand draft shall be rejected summarily. The candidature of any candidate shall stand rejected who found not eligible for the post applied for, during the process of examination and thereafter. The candidates are, therefore, advised to go through the rules carefully before filing their applications. The examination fee once paid shall not be refunded. The application must be submitted to the **Registrar General, High Court of Uttarakhand, Nainital – 263001**.

9. The last date for submission of duly completed application before Registrar General, High Court of Uttarakhand, Nainital is **11.04.2016 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 – 2016**". Application by Government servant, if eligible, should be submitted only through proper channel, with No Objection Certificate of the Head of the Department.

10. The list of eligible candidates shall be uploaded on the website of the High Court before 15 days of examination. The date of exam will be displayed on the website of High Court of Uttarakhand. The written examination and typing test shall be conducted at Nainital. Admit Card shall be sent to the candidates on their E-mail addresses through E-mail.

11. There will be no interview.

By order of Hon'ble the Chief Justice

**(D.P. Gairola)
Registrar General**

HIGH COURT OF UTTARAKHAND, NAINITAL

Recruitment of Personal Assistants – 2016

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. 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 | Name of Board/ University | Subjects | Year | Percentage of Marks | Grade or Division |
|---------------------|---------------------------|----------|------|---------------------|-------------------|
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15. Particulars of Experience (If any)

| Name of Employer | Name of post held | Date of joining service | Date of leaving service | Pay Scale |
|------------------|-------------------|-------------------------|-------------------------|-----------|
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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 – 2016
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

.....

.....

Email Address

Examination Centre (to be filled by the office)

.....
Signature of the Candidate

.....
Signature of the issuing Authority

By order of Hon'ble the Chief Justice

Sd/-
(D.P. Gairola)
Registrar General

HIGH COURT OF UTTARAKHAND, NAINITAL
Recruitment of Personal Assistants-2016
In the establishment of High Court of Uttarakhand, Nainital

Revised Advertisement

Kindly refer to earlier advertisement whereby the applications were invited from eligible candidates for recruitment on the 10 vacant posts (General 06, S.C. 02, O.B.C. 02) of Personal Assistants in the establishment of High Court of Uttarakhand, Nainital. Due to errors regarding age, qualification, examination for recruitment, qualifying marks and requisite fee in the earlier published advertisement, the revised advertisement has been uploaded in the Uttarakhand High Court's website.

Now the last date for receipt of duly filled applications has been extended up to 11.04.2016.

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 applications and all the requirements relating thereto etc.

(D.P. Gairola)
Registrar General
High Court of Uttarakhand
Nainital.