

HIGH COURT OF JUDICATURE AT ALLAHABAD

ADVERTISEMENT

ADVERTISEMENT NO. 02/2006

LAST DATE: 30.11.2006

Applications are invited for the post of '**PERSONAL ASSISTANTS**' on the Establishment of High Court, Allahabad, in the pay scale of **Rs. 5500-175-9000** plus usual allowances against **35 new vacancies and 13 Backlog vacancies**.

Number of Vacancies:

| Sl. No. | Category | 13 Backlog Posts | 35 New Posts | Total 48 Posts |
|---------|----------------|------------------|--------------|----------------|
| 1. | General | Nil | 18 | 18 |
| 2. | O.B.C. | 03 | 09 | 12 |
| 3. | S.C. | 09 | 08 | 17 |
| 4. | S.T. | 01 | 00 | 01 |

Reservation:

The reservation for Scheduled Castes of U.P., Scheduled Tribes of U.P. and Other Backward Classes of U.P., Dependents of Freedom Fighters of U.P., Physically Handicapped, Ex-Army Personnel of U.P., Sportsmen of U.P. and Women candidate of U.P., shall be in accordance with the orders issued by the Chief Justice from time to time, having due regard to the order issued by the Governor from time to time on the subject.

Essential Qualifications:

- (1) Bachelor's Degree from a recognised University or qualification equivalent thereto.
- (2) Good knowledge of **English Shorthand** with minimum speed of **100 words per minute** and **40 words per minute in English Typewriting**.
- (3) **Computer knowledge**, i.e., Data Entry, Word Processing and Computer Operation.

Preference shall be given to the candidates possessing good knowledge of Hindi Shorthand with minimum speed of **80 words per minute** and **30 words per minute in Hindi Typewriting**.

Age:

A candidate for direct recruitment of Personal Assistant must have attained the minimum age of **21 years** and must not have attained the age of more than **35 years** on the 1st day of July of the year in which advertisement is published, i.e. **01.07.2006**.

The maximum age limit shall, in the case of candidate of the Scheduled Castes, Scheduled Tribes, Dependents of Freedom Fighters and Backward classes, be **greater by five years**.

The Uttar Pradesh Government Servants shall be eligible for direct recruitment to the post of Personal Assistant up to the age of **45 years**.

The relaxation of **3 years** for Ex-Servicemen in addition to the extent of their entire period of Military Services.

All Ad hoc Personal Assistants, who are engaged on ad hoc basis in the Establishment of the High Court, may also be entitled to apply against the vacancies advertised subject to their being otherwise qualified and eligible.

Selection Procedure: Written Competitive Examination comprising:

- (A) Elementary knowledge of General English,
- (B) Elementary knowledge of Computer,
- (C) Translation from shorthand passage into English (from Sir Isaac Pitman's Book) and
- (D) General Knowledge/current affairs.

Fees: **Rs. 200/- for General Category and Rs. 100/- for S.C./ S.T./ O.B.C./ Physically Handicapped candidates.**

How to Apply?

Application on plain and thick foolscap paper duly typed in format given below alongwith attested copy of High School Certificate in support of age and other Certificates and Testimonials in respect of Graduation, Computer Knowledge alongwith a self addressed envelope bearing postage stamps worth Rs. 22/- and Examination Fees in the shape of Bank Draft/Banker's Cheque issued by Nationalized Bank payable in favour of "**Registrar General, High Court, Allahabad**", should be sent to The Registrar General, High Court, Allahabad by **Speed Post** or **Registered post with A.D.** only.

(SWATANTRA SINGH)
REGISTRAR GENERAL

FORMAT OF APPLICATION

HIGH COURT OF JUDICATURE AT ALLAHABAD

Adv. No. _____

Name of Post: **Personal Assistant**

1. **Name of Applicant**
(In CAPITAL letter) _____

2. **Date of birth**
(in words and figures) _____

3. **Sex** **Male/ Female** _____

4. **Nationality** _____

5. **Name of Father/ Husband** _____

6. **Present Postal Address** _____

7. **Permanent Address** _____

8. **Educational Qualifications:**

| Name of Exam Passed | Name of Board/ University | Name of Institution/ College | Year of Passing | Total Marks | Marks/ Obtained | Percentage of Marks obtained |
|---------------------|---------------------------|------------------------------|-----------------|-------------|-----------------|------------------------------|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

Paste

Latest Coloured
Passport size
Photograph duly
self signature and
attested by
Gazetted Officer

9. **A.** Do you have good knowledge of English Shorthand and Typewriting as required above? If so, attach attested copy of certificate? _____

B. Do you have good knowledge of Hindi Shorthand and Typewriting as required above? If so, attach attested copy of certificate? _____

10. Do you have knowledge of Data Entry, Word Processing and Computer Operation? _____

11. Are you married? If so, do you have more than one spouse living or married a person having a spouse living? _____

12. Number and Date of Bank Draft/ Banker Cheque and Value.

Number: _____ Amount: Rs. _____ Date: _____ Name of Bank: _____

(To be filled by applicants of reserved category)

13. **(a)** Write the category, if you belong to S.C./S.T./O.B.C. of State of U.P.

(b) State of original residence

(c) Write the category, if you belong to
Dependent of Freedom Fighter (D.F.F.) or
Physically Handicapped (P.H.) or women (W)
Ex- Servicemen (E.S.M.) or Sports Person (S.P.)

(Signature of Applicant)

NOTE:

- Candidates should affix a latest coloured photograph in passport size with signature thereon duly attested by some Gazetted Officer at the place provided in the application.
- Candidates employed in Government Department/ Undertaking should send their applications through proper channel.
- The envelope containing application should be marked "**APPLICATION FOR THE POST OF PERSONAL ASSISTANTS**".
- Only one envelop shall contain only one application form. An envelop containing more than one application form, shall stand rejected.
- Application will be rejected if photo is not pasted or Bank Draft/ Banker's Cheque is not attached or if certified copy of certificates are not attached with it, or if it is not signed by the applicant or if it is not sent through proper channel in case applicant is employed.
- Applications received after last date will not be entertained and the Court will not be responsible for any postal delay. The applications, which are not complete in every respect, will be rejected out-right.
- Information regarding candidates found eligible for the test shall be made available on the website of the Allahabad High Court at "**www.allahabadhighcourt.in**".

Dated: October 11, 2006

**(SWATANTRA SINGH)
REGISTRAR GENERAL**