

HIGH COURT OF JUDICATURE AT ALLAHABAD

PERSONAL ASSISTANT RECRUITMENT EXAMINATION – 2013

ADVERTISEMENT

ADV. NO. P.A. / 01 / 2013

1. On-line Applications are invited from eligible candidate for appearing in competitive examination to be held on **01.06.2013** for filling up the post of 'Personal Assistant' in the Establishment of High Court, Allahabad, in the Pay-Scale of Rs. 9,300-34,800, Grade Pay-Rs. 4,800, Pay Band-2, plus usual allowances.

The link for submission of on-line Application Form will remain active from **01.04.2013 to 15.04.2013**.

Important Dates are as follows –

Submission of on-line Application Form	Opening Date	01.04.2013
	Closing Date	15.04.2013
Receipt of Hard-copy (Print-out of the on-line Application Form) along with attested photo-copies of all requisite documents and proof of deposit of prescribed fee to the High Court.	Last Date of Receipt 30.04.2013	

2. **DETAILS OF VACANCIES:** The examination is to conducted for filling up 67 vacant posts of Personal Assistants. The number of vacant posts may increase or decrease.

3. **RESERVATION:**

The Reservation for Other Backward Class of U.P., Scheduled Castes of U.P., Scheduled Tribes of U.P., Dependants of Freedom Fighters, Physically Handicapped, Ex-Servicemen, Sportsmen and Women Candidate shall be provided as applicable.

Only such Physically Handicapped Candidates will be considered for appointment whose physical handicap does not affect discharge of duty as Personal Assistant.

O.B.C., S.C. and S.T. Candidates so declared in the state other than Uttar Pradesh will be treated as General Category candidate unless that category is also treated as reserved category in the state of Uttar Pradesh.

4. **ESSENTIAL QUALIFICATIONS:**

1. Bachelor's Degree from a recognized University or qualification equivalent thereto.
2. Good-Knowledge of –

- (i) English Shorthand having minimum speed of 100 Words per Minute; and
(ii) English Typewriting having minimum speed of 40 Words per Minute.
3. Computer Knowledge i.e. Data Entry, Word Processing and Computer Operation
4. Preference shall be given to the candidate possessing good knowledge of Hindi Shorthand and Typewriting with speed of 80 and 30 words per minute, respectively.

5. **AGE:**

A candidate for Direct Recruitment on the post 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. 01.07.2013.

The maximum age-limit will be relaxed as per following –

In respect of	Upper age-limit relaxed by
Other Backward Class, Scheduled Caste, Scheduled Tribe and Dependant of Freedom Fighters of U.P.	05 years
Employee of Uttar Pradesh Government & High Court, Allahabad.	10 years
Ex-Servicemen.	03 years + Period of Service in the Army, Air-Force, Navy

The Personal Assistants, who are working on *ad hoc* basis, shall be given relaxation in overage for the period they have been working on *ad hoc* basis as Personal Assistant in the High Court, Allahabad.

6. **SELECTION PROCEDURE:**

Selection Process shall comprise of 03 (Three) Stages –

Stage-1	Written Examination	SYLLABUS		Maximum Marks
		(i)	Elementary knowledge of General English.	
		(ii)	Elementary knowledge of Computers.	20
		(iii)	Translation of Passage in Shorthand to English (From Sir Issac Pitman's Book)	40
		(iv)	General Knowledge / Current Affairs	20
		TOTAL		100
Stage-2	Shorthand Test			200
Stage-3	Computer Knowledge Test			100
GRAND TOTAL				400

7. The Written Examination shall be in two Parts and will take place on the same day–

Part-A	Objective Type Test on O.M.R. Sheets	(i)	Elementary knowledge of General English.
		(ii)	Elementary knowledge of Computers.
		(iii)	General Knowledge / Current Affairs
Part-B	Subjective Type Test on Answer Booklet	Translation of Passage in Shorthand to English (From Sir Issac Pitman's Book)	

8. Final Merit List will be prepared on the basis of the marks obtained in the Written Examination including Shorthand Test, Typing and performance in Computer Operation. Preference shall be given to the candidates possessing good knowledge of Hindi Shorthand and typewriting also with speed of 80 & 30 words per minute, respectively.

9. Ten times of the total number of vacancies in each categories on the basis of marks obtained by the candidates in the Written Examination in order of merit shall be allowed to appear in Shorthand Test and Computer Knowledge Test.

10. **FEES:**

Category	Fees
General	Rs. 500/-
Other Backward Class	
Scheduled Caste of U.P.	Rs. 250/-
Scheduled Tribe of U.P.	

The Fees will be paid in following manner –

- (i) Candidate will generate a print-out of Payment-Challan from the Web-site of the High Court – <http://www.allahabadhighcourt.in>
- (ii) Particulars in the Payment-Challan to be filled by the candidate.
- (iii) Payment of fees through the Payment-Challan in any branch of the State Bank of India.
- (iv) The Applicant's Copy and the High Court Copy of the Payment-Challan to be collected back.

Application without the copy of Challan (High Court Copy) showing the proof of deposit of prescribed fees will not be considered.

HOW TO APPLY:

A candidate will have to apply on-line for the post of Personal Assistant through the link to on-line Application Form available at the Official Web-site of the High Court – <http://www.allahabadhighcourt.in>. The detailed instructions are also available on the Web-site which must be read carefully before filling the on-line Application Form.

The candidates will generate a print-out of the on-line Application Form and will send the Hard-copy to “The Deputy Registrar (Examination), High Court, Allahabad” along with the following documents by Registered Post so as to reach on / before the last date for the receipt of hard copy of the Application Form i.e. 30.04.2013 –

- (i) Attested photo-copy of High-School Certificate in support of Age.
- (ii) Attested photo-copy of Graduation Degree & Mark-Sheets.
- (iii) Attested photo-copy of Computer Knowledge Certificate.
- (iv) Attested photo-copy of Shorthand & Typewriting Knowledge Certificate.
- (v) Attested photo-copy of the Caste Certificate (not more than 06 months old) in the prescribed proforma issued by the competent authority indicating clearly the candidate's caste, village / town, District and the State where the candidate originally resides.
- (vi) Attested photo-copy of Sub-Category (D.F.F. / P.H. / E.S.M. / S.P.) Certificate, if claimed.
- (vii) Attested photo-copy of Domicile Certificate (Only for Reserved Category candidates).
- (viii) Attested photo-copy of Photo-Identity Card viz U.I.D., Voter I.D. Card, Driving Licence, Passport, PAN Card, Bank's Passbook copy with Photograph.
- (ix) One Self-addressed stamped Envelope bearing Postage Stamp of Rs.22/-
- (x) High-Court copy (in original) of the Payment Challan vide which the requisite fees have been deposited by the Candidate.

Dated: 15.03.2013

Sd/-

(ANANT KUMAR)
Registrar General