

## GENERAL INSTRUCTIONS

1. Candidate is required to submit On-line Application Form for the post of Personal Assistant in the prescribed format available on the Official Web-site of the High Court – [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) from 01.04.2013 to 15.04.2013 and send the hard-copy of the Application Form generated from the Web-site along with attested photo-copies of all requisite documents, proof of deposit of prescribed fees (High Court Copy of Payment-Challan, in Original) and Check-List so as to reach the office of the Deputy Registrar (Examination Cell) on or before 30.04.2013.
2. The candidate is required to deposit the prescribed fee through the Payment Challan in State Bank of India Account No. **32891034356**.
3. The candidature of the candidate will be accepted only when he submits his Application Form On-line and thereafter sends the hard-copy of the Application Form printed from the Web-site along with the requisite documents and proof of deposit of prescribed fees (High Court Copy of Payment-Challan, in Original) so as to reach the Office of the Deputy Registrar (Examination) on or before 30.04.2013.
4. The Candidate is required to go through the instructions before filling the On-line Application Form.
5. Candidate should mention his name and Date of Birth in the Application Form as per the High School Examination Certificate.
6. Candidates should affix a latest Passport size coloured photograph with signature thereon duly attested by some Gazetted Officer at the place provided in the hard copy of the On-line Application Form. Photograph generated on Mobile Phone shall not be accepted.
7. Candidate employed in Government Department/Undertaking should send the hard-copy of the On-line Application Forms Through Proper Channel so as to reach the office of the Deputy Registrar (Examination) on or before 30.04.2013.
8. The Personal Assistants who are engaged on *ad hoc* basis in the Establishment of the High Court are also entitled to apply against the aforesaid vacancies subject to their being otherwise qualified and eligible.
9. 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 recruitment to

the establishment.

10. One envelope shall contain hard-copy of the On-line Application Form of only one candidate. An envelope containing more than one application form, will be rejected.
11. Attested photo-copies of all the Certificates, Mark-sheets, Documents etc. in support of Age, Educational Qualification, Computer Knowledge, Caste, Sub-Category, Work Experience, Shorthand & Typewriting Knowledge Certificate, Domicile Certificate, Photo-Identity Card along with one Self-addressed stamped Envelope must be attached with the Hard Copy of Application Form.
12. Any Certificate, Mark-Sheet, Document sent along with the hard-copy of the On-line Application Form, will not be entertained if it has not been mentioned in the On-line Application Form.
13. The date of issuance of Caste-Certificate should not be prior to 6 months from the date of publication of the advertisement and should be in the prescribed proforma issued by the competent authority indicating clearly the candidate's caste, village, town, district and State where the candidate originally resides.
14. The candidature of a candidate will be cancelled if at any stage it is found that there is any deficiency in his Application Form or he has submitted false information or concealed any information.
15. The candidates are required to furnish a Check-list mentioning therein details of documents being enclosed along with the Application Form.
16. Admit-Cards could be downloaded by the candidate prior to 15 days of the Written Examination. After taking the downloaded print-out of the Admit Card, the candidate will paste his latest Passport size, coloured photograph (Photograph taken on Mobile Phone will not be allowed) and put his signature thereon and get the photograph duly attested by Gazetted Officer.
17. The envelope containing hard-copy of the application should be marked **“APPLICATION FOR PERSONAL ASSISTANT EXAMINATION – 2013”** and be sent to **“The Deputy Registrar (Examination Cell), High Court, Allahabad”** by Registered Post so that it may reach before the Last Date i.e. 30.04.2013. The Office will not be responsible for any postal delay. The hard-copy of Applications received after last date will not be entertained.

Dated: 15.03.2013

Sd/-

**(ANANT KUMAR)**  
**Registrar General**