

**HIGH COURT OF UTTARAKHAND, NAINITAL**  
**Office Memorandum**

No. 24

Dated: 24.03.2022

Applications are invited for **03** vacant posts of Public Relation Assistant, as prescribed in amended Rule 8(a) of the Allahabad High court Officers and Staff (Conditions of Service and Conduct) Rules 1976, (as applicable to High Court of Uttarakhand), from amongst the regular Class-IV employees of the Court:-

- a) Who have completed **Five years** of continuous regular service as on dated **24.03.2022**.
- b) Who are **Graduate** under (10 + 2 + 3) pattern of education from a university established by law in India or qualification recognized as equivalent thereto.
- c) Who have Basic knowledge of Computer Applications.
- d) Who possess Inter- Personal Communication Skills.

Those, who are willing to be considered for promotion to the posts of Public Relation Assistant, may submit their application along with the desired self-attested copies of their latest educational qualifications as mentioned below:-

- High School (Marks sheet & Certificate),
- Intermediate (Marks sheet & Certificate),
- Graduation (Marks sheet of each year & Degree/ Provisional Degree).
- Any other additional qualification like computer degree/diploma/certificate in computer applications or any other relevant documents, if possessed.
- **The last date of submission of application along with the desired latest Self-attested photocopies of testimonials in the Recruitment Cell is 23.04.2022.**
- The syllabus of Written Test and Practical Test of basic knowledge of computer application is attached herewith.

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- The question papers of the examination shall be in bilingual language, i.e. both in Hindi and in English.
- The Written Examination shall be of 15 Marks, consisting of 20 Multiple Choice Questions of .50 Marks each i.e. **10 Marks** and 05 Subjective Questions of 1 Mark each i.e. **5 Marks; Total 15 Marks**. Further, the Practical Test shall be of **20 Marks**.
- The promotion to the post of Public Relation Assistant shall be made as per Rule 8(a) (vii) of the said Rules, 1976 in order of aggregate marks obtained in appraisal of service records, assessment of basic knowledge of computer applications and inter-personal communication skills.
- Considering above, the **cut-off of the aggregate marks** of the candidate will be **50%** for the aforementioned promotional exercise.

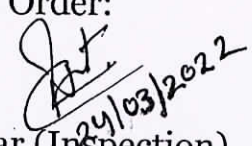
By the Order of Acting Chief Justice

Sd/-  
(Dhanajay Chaturvedi)  
Registrar General

No. <sup>1468</sup> /UHC/Admin.A (Recruitment Cell)/Promotion; Dated: 24.03.2022.

- Cc. to:
1. Registrar (Computer), Registrar (Judicial), Registrar (Protocol) and Registrar of the Court.
  2. Joint Registrars of the Court.
  3. Section Officer/ Management Officer, Management Section, with a request to circulate the same amongst all the regular Class-IV employees of the establishment of the High Court.
  4. Asst. Registrar (I.T.) with a request to upload the aforesaid Office Memorandum in the web site of the High Court of Uttarakhand, Nainital for wider publication.
  5. Guard File/ Notice Board.

By Order:

  
Registrar (Inspection)



# SYLLABUS

## Public Relation Assistants Examination - 2022

### Basic Knowledge of Computer Application

#### [A] Written Test (Total Marks: 15)

1. **Basic Concepts:** Introduction to Computers, Hardware, Software, Input Devices, Output Devices, Memory and Storage Devices, Central Processing Unit and Software.
2. **Operating System:** Basic features of Windows, Booting, Shutdown, and Standby Options and Start Menu.
3. **Software:**  
**MS-Word:** Word Processing concepts, working with Word Document, Opening, Closing and saving options, Editing & Formatting Text, Bullets and Numbering, Tables & Printing documents.  
**MS-Excel and MS-Power point:** Basic Features.
4. **Internet:** Basics of Computer network and Internet, working with Internet, Web Browsers, World Wide Web (WWW), Uses and Application of Internet, Chatting, Wi-Fi, Video conferencing.  
**Email:** E-mail account and its uses, Password.
5. **System Security:** Basic knowledge of Virus and Anti-Virus.

#### [B] Practical Test (Marks: 20)

Basic Knowledge of Computer Application and English typing.