

HIGH COURT OF UTTARAKHAND, NAINITAL

OFFICE MEMORANDUM

To,

1. Sri Anoop Mehra, R.O.
2. Sri Harish Kishore, A.R.O.
3. Sri Rakesh Kumar, A.R.O.
4. Sri Narendra Singh Kunwar, A.R.O.

No. 92/I-a-72/Admin.A(Recruitment Cell)/UHC-2020

Date: 11th October, 2023.

Subject: Regarding Competitive Examination for the selection to the post of Bench Secretary, Grade-II.

For the purpose of filling up 09 (Nine) vacant post of Bench Secretary, Grade-II, a competitive examination amongst the abovementioned Review Officers/Assistant Review Officers of the Court shall be conducted on **17.10.2023** (Tuesday) in the Conference Hall near Management Section, High Court of Uttarakhand. The schedule of the examination is as follows:

1. Practical Test of Computer Operation (30 Marks) : 03:00 P.M. to 03:30 P.M.
2. Written Examination (100 Marks) : 04:00 P.M. to 06:00 P.M.

The date of 'Interview-cum-Personality Test' of the candidates who qualify the aforementioned Written Examination and Practical Test shall be notified later on.

By order of Hon'ble The Chief Justice
Sd/-

(Anuj Kumar Sangal)
Registrar General
High Court of Uttarakhand, Nainital

No. 5628/I-a-72/Admin.A (Recruitment Cell)/ UHC-2020

Date: 11th October, 2023.

Copy forwarded for information and necessary action to:-

1. P.S. to Registrar General.
2. Concerned Officers of the Court.
3. Librarian, D.R.(I.T.), Section Officer (Stationery) & Management Officer of the Court.
4. Deputy Registrar (I.T.) with directions to upload the aforementioned Office Memorandum on the website of the High Court.
5. Guard File/Notice Board.

By Order,
Sd/-
Registrar (Inspection)

Syllabus of Written Examination
For the Post of Bench Secretary Gr- II

01. Written Examination comprising of 01 Subjective Paper as described below:-	100 Marks
I. General Legal Awareness with special emphasis on High Court Rules 1952 (as Amended)	50 Marks
II. General Knowledge/ Current Affairs with special reference to Legal Field	15 Marks
III. Language with special emphasis on knowledge of Vocabulary in English and Hindi both	20 Marks
IV. Basic Knowledge of Computer Applications	15 Marks
02. Practical test of Computer Operations	30 Marks