

HIGH COURT OF UTTARAKHAND, NAINITAL

Recruitment of Personal Assistants – 2014

Applications are invited from eligible candidates in the form given below for recruitment of 07 vacant posts (General Category) of Personal Assistants by direct recruitment in the establishment of High Court of Uttarakhand in the pay scale of Pay in Pay Band Rs. 9300-34800 along with Grade Pay of Rs. 4600. The number of vacancies may increase.

1. Reservation Of Posts : Reservation shall be available to the domiciles of Uttarakhand only.

2. Age: The candidate must have attained the minimum age of 21 years and should not be more than 35 years as on 1st July, 2013. However, relaxation in age will be admissible as per rules of Government of Uttarakhand to the candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes. State Government Servants are eligible for recruitment to the post of Personal Assistants up to the age of 45 years. Government servants must submit their application through proper channel.

3. Qualification: The candidate:-

- (i) Must possess a Bachelor's degree of a University established by Law in India or a qualification recognized as equivalent thereto.
- (ii) Must possess good knowledge of English Shorthand and typing with minimum speed of 40 words per minute in English and 100 words per minute in English Shorthand.

4. Physical Fitness: No person shall be recruited unless he/ she is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of official duties. Before a candidate is finally approved for appointment he/ she shall be required to produce a medical certificate of physical fitness.

5. Marital Status: 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 the recruitment.

6. Examination for Recruitment –

- (i) A written test of General Knowledge & General English with multiple choice questions (Objective Type) (30 Marks).
- (ii) Test of shorthand dictation in English and typing it on computer (70 Marks).

7. Form of Application:- Applications will be entertained only on prescribed form, which may be downloaded from the website (www.highcourtofuttarakhand.gov.in) of High Court of Uttarakhand, Nainital. The candidates belonging to General / O.B.C. Category must enclose a demand draft of any nationalized bank for Rs. 300/- and candidates belonging to Scheduled Class & Scheduled Tribe must enclose a demand draft of any nationalized bank for Rs. 150/- along with the application drawn in favour of **Registrar General, High Court of Uttarakhand**, payable at **Nainital**. The candidate need not to enclose the copies of testimonials of academic qualification, experience etc. at this stage. However, the candidate claiming fee concession must enclose copy of certificate of SC or ST. The application must be submitted to the **Registrar General, High Court of Uttarakhand, Nainital – 263001**.

8. The last date for submission of duly completed application before Registrar General, High court of Uttarakhand, Nainital is **03.02.2014** by 4.30 P.M. The High Court will not be responsible for any delay whatsoever. Applications received after the last date shall be rejected summarily. The envelope containing application should be superscripted, "**Application for Recruitment of Personal Assistants – 2014**". Application by Government servant should be submitted only through proper channel, with No Objection Certificate of the Department.

9. The list of eligible candidates shall be uploaded on the website of the High Court on or before 15.02.2014. The written examination and typing test shall be conducted in Nainital on 22/23.02.2014 Admit Card shall be sent to the candidates. In case any candidate, whose name appears in the list of eligible candidates on the website and does not get admit card, he/ she may obtain it from the office of undersigned before two hours of the written examination. The candidate must carry his/her recent passport size photograph while seeking duplicate admit card. No candidate shall be allowed to appear in the test without admit card.

10. There will be no interview. The selection will be made on the basis of marks secured in written, dictation & typing test.

By order of Hon'ble the Chief Justice

**(D.P. Gairola)
Registrar General**

HIGH COURT OF UTTARAKHAND, NAINITAL

Recruitment of Personal Assistants – 2014 Application Form

- Affix
passport size
recent
photograph
of the
candidate
1. Name of the Candidate:
 2. Name of Father/ Husband:
 3. Address for correspondence:.....
.....Pin.....
 4. Telephone No. (if any).....Email (if any).....
 5. Permanent Address:
 -Pin.....
 6. Date of Birth as per High School Certificate):
 7. Age as on 01.07.2013:Year.....Month.....Days
 8. Are you a citizen of India:
 9. Place of Domicile: State.....District
 10. Details of Bank Draft: Amount(Rs.) No..... Date.....
Name of the Bank
 11. Mention your category i.e. S.C./S.T./O.B.C. and enclose copy of relevant certificate
 12. (a) Marital Status:.....
(b) If married, state whether you have more than one wife living/ or married to a person already having a wife living:
 13. Particulars of Educational Qualifications

Name of Examination	of	Name of Board/ University	Subjects	Year	Percentage of Marks	of	Grade or Division

14. Particulars of Experience (If any)

Name of Employer	Name of post held	Date of joining service	Date of leaving service	Pay Scale

Declaration by the Candidate

I hereby declare that all the details given above are true to my knowledge and belief and in case any detail is found false, my candidature may be cancelled and I also declare that even after my appointment if any thing is found false, then also my services may be terminated.

Date:

Place:

Signature of the Candidate

ADMIT CARD

Recruitment of Personal Assistants – 2014

Date of Written examination & typing test –

Roll No (to be filled by the office)

Affix passport size recent photograph of the candidate

Name of the Candidate

Father's name of the Candidate

Address for Correspondence

.....

.....

Examination Centre (to be filled by the office)

.....
Signature of the Candidate

.....
Signature of the issuing Authority