

HIGH COURT OF JUDICATURE AT ALLAHABAD
ADVERTISEMENT

ADVERTISEMENT NO. 01/ P.A./2008

LAST DATE: 15.12.2008.

Applications are invited for the post of 'PERSONAL ASSISTANTS' on the Establishment of High Court, Allahabad, in the pay scale of **Rs. 6500-200-10500** plus usual allowances against **28** following vacancies :

Number of Vacancies:

Sl. No.	Category	26 Backlog Posts	02 Vacant posts	Total 28 Posts
1.	General	--	02	02
2.	O.B.C.	09	--	09
3.	S.C.	16	--	16
4.	S.T.	01	--	01

Reservation:

The reservation for Scheduled Castes of U.P., Scheduled Tribes of U.P. and Other Backward Classes of U.P., Dependants of Freedom Fighters of U.P., Physically Handicapped, Ex-Army Personnel of U.P., Sportsmen of U.P. and Women candidate of U.P., shall be in accordance with the orders issued by the Chief Justice from time to time, having due regard to the order issued by the Governor from time to time on the subject.

In view of three special recruitment drives having already been undertaken for the reserved category posts against three previous advertisements and selections, the reservation for SC/ST/OBC category candidates shall be subject to the condition that in the event of non availability of such suitable candidates from SC/ST/OBC category the said posts shall be filled up from amongst the general category candidates as per the approval order passed by the Hon. the Chief Justice dated 25.09.2008.

Essential Qualifications:

- (1) Bachelor's Degree from a recognized University or qualification equivalent thereto.
- (2) Good knowledge of **English Shorthand** with minimum speed of **100 words per minute** and **40 words per minute in English Typewriting**.
- (3) **Computer knowledge**, i.e., Data Entry, Word Processing and Computer Operation.

Preference shall be given to the candidates possessing good knowledge of Hindi Shorthand with minimum speed of **80 words per minute** and **30 words per minute in Hindi Typewriting**.

Age:

A candidate for direct recruitment 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. **01.07.2008**.

The maximum age limit shall, in the case of candidate of the Scheduled Castes, Scheduled Tribes, Dependents of Freedom Fighters and Backward Classes, be **greater by five years**.

The Uttar Pradesh Government Servants shall be eligible for direct recruitment to the post of Personal Assistant up to the age of **45 years**.

The relaxation of **3 years** for Ex-Servicemen in addition to the extent of their entire period of Military Services.

All Ad hoc Personal Assistants, who are engaged on ad hoc basis in the Establishment of the High Court, may also be entitled to apply against the vacancies advertised subject to their being otherwise qualified and eligible.

Selection Procedure: Written Competitive Examination comprising:

- (A) Elementary knowledge of General English,
- (B) Elementary knowledge of Computer,
- (C) Translation from shorthand passage into English (from Sir Isaac Pitman's Book) and
- (D) General Knowledge/current affairs.

Fees: Rs. 300/- for General Candidates and O.B.C. Candidates and Rs. 150/- for S.C./ S.T. Candidates.

How to Apply?

Application on plain and thick foolscap paper duly typed in format given below alongwith attested copy of High School Certificate in support of age and other Certificates and Testimonials in respect of Graduation, Computer Knowledge alongwith a self addressed envelope bearing postage stamps worth Rs. 22/- and Examination Fees in the shape of Bank Draft/Banker's Cheque issued by Nationalized Bank payable in favour of **"Registrar General, High Court, Allahabad", payable to State Bank of India, High Court Branch, Allahabad** should be sent to The Registrar General, High Court, Allahabad by **Speed Post** or **Registered post with A.D.** only.

Dated: 16.10.2008

REGISTRAR GENERAL

FORMAT OF APPLICATION

HIGH COURT OF JUDICATURE AT ALLAHABAD

Adv. No. _____/P.A./2008

Name of Post: **Personal Assistant**

1. Name of Applicant : _____
(In CAPITAL letter)
2. Date of birth: _____
(in words and figures)
3. Sex: Male/ Female _____
4. Nationality: _____
5. Name of Father/ Husband: _____
6. Present Postal Address: _____
7. Permanent Address: _____
8. Telephone No. / Mobile No.: _____
9. Educational Qualifications:

Paste

Latest Coloured
Passport size
Photograph duly
signed by the
applicant and
attested by a
Gazetted Officer

Name of Exam Passed	Name of Board/ University	Name of Institution/ College	Year of Passing	Total Marks	Marks Obtained	Percentage of Marks obtained

10. A. Do you have good knowledge of English Shorthand and Typewriting as required above? If so, attach attested copy of certificate? _____
- B. Do you have good knowledge of Hindi Shorthand and Typewriting as required above? If so, attach attested copy of certificate? _____
11. Do you have knowledge of Data Entry, Word Processing and Computer Operation? _____
12. Are you married? If so, do you have more than one spouse living or married a person having a spouse living? _____
13. Number and Date of Bank Draft/ Banker Cheque and Value.
Number: _____ Amount: Rs. _____ Date: _____ Name of Bank: _____

(To be filled by applicants of reserved category)

14. (a) Write the category, if you belong to S.C./S.T./O.B.C. of State of U.P. _____
- (b) State of original residence _____
- (c) Write the category, if you belong to
 Dependent of Freedom Fighter (D.F.F.) or
 Physically Handicapped (P.H.) or women (W)
 Ex- Servicemen (E.S.M.) or Sports Person (S.P.) _____

(Signature of Applicant)

NOTE:

1. Candidates should affix a latest coloured photograph in passport size with signature thereon duly attested by some Gazetted Officer at the place provided in the application.
2. Candidates employed in Government Department/ Undertaking should send their applications through proper channel.
3. The envelope containing application should be marked **“APPLICATION FOR THE POST OF PERSONAL ASSISTANTS”**.
4. Only one envelop shall contain only one application form. An envelop containing more than one application form, shall stand rejected.
5. Application will be rejected if photo is not pasted or Bank Draft/ Banker’s Cheque is not attached or if certified copy of certificates are not attached with it, or if it is not signed by the applicant or if it is not sent through proper channel in case applicant is employed.
6. Applications received after last date will not be entertained and the Court will not be responsible for any postal delay. The applications, which are not complete in every respect, will be rejected out-right.
7. Information regarding candidates found eligible for the test shall be made available on the website of the Allahabad High Court at **“www.allahabadhighcourt.in”**.

Dated 16.10.2008

REGISTRAR GENERAL