

HIGH COURT OF JUDICATURE AT ALLAHABAD

ADVERTISEMENT

ADV. NO. 01/2005

LAST DATE: 28.10.2005

Applications are invited for the post of "**PERSONAL ASSISTANTS**" on the Establishment of High Court, Allahabad, in the pay scale of **Rs. 5500-175-9000** plus usual allowances.

Number of Vacancies:

21 Backlog vacancies (O.B.C.-09, Scheduled Caste-11 and Scheduled Tribes-01). These vacancies are being advertised as a measure of Special Drive to fill up backlog vacancies of reserved category only.

(Detailed information may be obtained from Allahabad High Court Website 'www.allahabadhighcourt.nic.in' and in Employment News Paper.)

Dated: September 27, 2005

**(ALOK K. SINGH)
REGISTRAR GENERAL**

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Essential Qualifications:

- (1) Bachelor's Degree from a recognised 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. **01.07.2005**.

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.

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. 150/- for Other Backward Classes and Rs. 75/- 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 issued by Nationalized Bank payable in favour of "**Registrar General, High Court, Allahabad**", should be sent to The Registrar General, High Court, Allahabad either by Registered Post or delivered in person.

FORMAT OF APPLICATION
HIGH COURT OF JUDICATURE AT ALLAHABAD

Adv. No. _____

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** _____

Paste

Latest Coloured
Passport size
Photograph duly self
signature and
attested by
Gazetted Officer

8. Educational Qualifications:

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

9. **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?

10. Do you have knowledge of Data Entry, Word Processing and Computer Operation?

11. Are you married? If so, do you have more than one spouse living or married a person having a spouse living?

12. 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)

13. (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)

(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. Application will be rejected if photo is not pasted or Bank Draft/ Banker 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.
5. 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.
6. Information regarding candidates found eligible for the test shall be made available on the website of the Allahabad High Court at **www.allahabadhighcourt.nic.in**.