

Notification

“Application for Empanelment of retired Stenographers / retired P.A. , P.S. of the Court, at Arbitration Centre, Allahabad & Lucknow.”

The applications are hereby invited from the Retired Stenographers/Retired P.A.,P.S. of the Hon’ble High Court for assisting the work of arbitrators with day-to-day proceedings in the Arbitration Centre of Allahabad and Lucknow,

Eligibility :-

1. Retired P.S./P.A./Stenographers of Hon’ble High Court, Allahabad and Lucknow Bench.
2. Proficient typing, shorthand and skill of record keeping.
3. Mentally and physically fit for performing their duties.

Application Procedure:-

1. Updated Curriculum Vitae (CV).
2. Copy of retirement order/ service certificate & ID proof.
3. Passport-size Photograph.

FORM

**APPLICATION FORM FOR EMPANELMENT OF STENOGRAPHERS IN
ARBITRATION CENTRE, ALLAHABAD / LUCKNOW.**

(For retired Stenographers / retired P.A. ,P.S.)

Name:		Passport Size Photo (3.5X4.5 cm)
Date of Birth:		
Date of Retirement and Place:		
Present/ Correspondence Address:		
E-mail Address:		Phone/Mobile No. :
Years of Experience:		
Typing Speed:Words per minute.	
Shorthand Speed:Words per minute.	
Particular Antecedents (if any)- (Please Tick whichever is applicable)	<div style="margin-left: 20px;">1. Whether there is any pending criminal case against the applicant- Yes / No 2. Whether the applicant has ever been removed from the service- Yes / No 3. Whether any punishment has been awarded during the service period- Yes / No 4. Whether the applicant is mentally and physically fit for performing his duties- Yes / No</div>	
<u>Declaration:</u> “ I hereby submit my consent to work as a stenographer under Section 11 of the Arbitration and Conciliation Act, 1966/ Arbitration Centre, High Court, Allahabad (Lucknow / Allahabad). I am not of unsound mind, I am not a declared insolvent and no criminal proceeding has ever been contemplated against me/ no criminal proceedings are pending against me. I declare that all the information provided by me is correct/accurate to the best of my knowledge. ” <div style="text-align: center;">(Please strike whichever is not applicable)</div>		
Date:-	(Name & Signature)	

INSTRUCTIONS FOR FILLING THE APPLICATION FORM

1. *Applicants (Retired Stenographers and P.A.,P.S. of the Hon'ble High Court) who are desirous to get empanelled as stenographers in the Arbitration Centre may apply in accordance with the form / format provided on the website of Allahabad High Court.*
2. *Applicants may download the 'Application Form' from the official website of Allahabad High Court. (www.allahabadhighcourt.in)*
3. *The filled up form, complete in all respect may be submitted at the office of **J.R./D.R. (Admin) Chamber, High Court, Allahabad [03rd Floor, Mediation and Conciliation Building] at the earmarked Counter for the said purpose** or may be e-mailed at the e-mail id:- “ admin-f.section@allahabadhighcourt.in ” with the subject “**Application for Empanelment of Stenographers in Arbitration Centre at Allahabad and Lucknow.**”*
4. *Please note that Application Forms (offline or online) be submitted within 45 days from the date of publication of this notification.*