

HIGH COURT OF UTTARAKHAND

NAINITAL

Advertisement

Recruitment of Personal Assistant- 2023

No. 292/UHC/I-a-2/Recruitment Cell/2023

Dated: 21st July, 2023.

Applications are invited from eligible candidates for direct recruitment to '11' (Eleven) vacant posts of Personal Assistants (in the pay scale of ₹47600-151100 Level 08) in the establishment of High Court of Uttarakhand.

1. Details of the Posts: Total Posts - 11 (Eleven)

Name of the Post	Class of the Post	Vertical Reservation	Vacant post(s)	Horizontal Reservation
				Uttarakhand Female
(1)	(2)	(3)	(4)	(5)
Personal Assistant	Group-C	Scheduled Castes (S.C.)	05	01
		Other Backward Classes (O.B. C.)	03	01
		Economically Weaker Sections (E.W.S.)	03	-
		Total	11	02

Note:-

- i. As all the posts are of reserved category hence, only the Domiciles/Permanent Residents of the State of Uttarakhand are eligible to apply. For claiming reservation in aforementioned categories, an applicant has to furnish certificates confirming his/her category and domicile issued by the competent authority of the Government of Uttarakhand.
- ii. Number of vacancies may increase or decrease.
- iii. Only the Physically Handicapped persons due to locomotor disability (PH3) can be considered for the post of Personal Assistant. Hence, only such candidates suffering from locomotor disability and belonging to aforementioned reserved category are eligible to apply.

2. Nature of Posts: Non-gazetted and Temporary.

3. **Age:** A candidate must have attained the minimum age of 21 years and should not be more than 42 years (as per amendment vide Government of Uttarakhand Notification No. 107/XXX(2)/2014 55(41)2004 dated 25.02.2014) as on 1st July, 2023.

In other words, candidates should have been born on or after 02.07.1981 and not later than 01.07.2002.

However, relaxation in age will be admissible as per rules of Government of Uttarakhand to the candidates belonging to Scheduled Caste & Other Backward Classes. Government Servants must submit their application through proper channel.

Note:- Rule 25 of Allahabad High Court Officers and Staff (Conditions of Service & Conduct) Rules 1976, (as applicable to this High Court) provides as under:

Provided further that in case of members of the High Court staff, a relaxation by five years may, in suitable cases, be made by the Chief Justice.

Provided also that no candidate shall, by virtue of relaxation of age under this rule, have more than three opportunities to appear at the competitive examination or selection.

4. 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 typewriting with minimum speed of 40 words per minute (corresponding to 12000 key-depressions per hour) in English typewriting and 100 words in English Shorthand dictation per minute. In case, final marks obtained by 02 or more candidates are equal, preference will be given to those having good knowledge of Hindi shorthand and typewriting with minimum speed of 30 words per minute (corresponding to 9000 key-depressions per hour) in Hindi type-writing and 80 words in Hindi Shorthand dictation per minute and knowledge of Computer Operation.

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

Only the Physically Handicapped persons due to locomotor disability (PH3) can be considered for the post of Personal Assistant. Hence, only those candidates of PH category who are suffering from locomotor disability are eligible to apply for the aforementioned post. But such persons shall have to furnish a fitness certificate as provided in Rule 29 of Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976.

6. Nationality: No person shall be appointed to the establishment of High Court of Uttarakhand, unless he/she be a citizen of India.

7. Character: The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service.

Note- Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.

8. 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 recruitment.

Provided that the Chief Justice may, if satisfied that there are any special grounds for doing so, exempt any person from the operation of this rule,

9. Examination for Recruitment on the post of Personal Assistant:-

Typing Test will be conducted first and the candidates, who will qualify in the Typing test, will only be allowed to appear in the Shorthand test. Candidates qualified in the Shorthand test will be allowed to appear in the written examination. Final merit list shall be prepared on the basis of marks obtained in written examination (80 Marks) and Shorthand test (120 Marks).

Total marks-200.

Paper-I (Practical)

- 1) **Typing Test- (Qualifying)**- The candidate must possess minimum speed of 40 words per minute (corresponding to 12000 key-depressions per hour) in English Typing.
Candidates, who will not be able to type 12000 key depressions per hour, shall be disqualified.

Paper-II (Practical)

- 2) **Shorthand Test**- Candidates qualifying the typing test will have to appear for Shorthand Test at the speed of 100 words per minute in English.

Max. Marks 120

Duration of Dictation: 07 minutes.

Transcription Time: 45 Minutes (This time excludes 10 minutes for reading of notes).

Mode of Evaluation of Shorthand Test shall be as under:

Evaluation Scheme of Shorthand Test for the post of Personal Assistant

(1) Full Mistakes:

- i. Omission/ addition of any word/ figure.
 - ii. Substitution of any word/figure in place of dictated word/figure.
- Above mistakes are counted as full mistakes and marked by red ink.

(2) Half Mistakes:

- i. Spelling Mistake (spell check facility being available on computers)
- ii. Non use/ wrong use of Full Stop/ Question Mark.
- iii. Use of singular instead of plural and vice-versa.
- iv. Wrong use of capital letter at the beginning of a sentence.
- v. Other Grammatical mistake.

Above mistakes are counted as half mistakes and marked by blue ink.

Actual Mistakes= Full Mistakes+1/2 of Half Mistakes.

(3) Formula for awarding marks

(a) Total Words dictated @ 100 w.p.m.=700 words

(b) Maximum Marks=120

(c) Total mistakes admissible/relaxed =Maximum 7% of total dictated words. {7% of 700 words=49 mistakes}. For being qualified, the candidate must come within the relaxation limit of 7% mistakes and no marks will be awarded to the candidate, who commits more than 49 Actual Mistakes.

(d) For one Actual Mistake, 1 mark will be deducted.

(e) Marks obtained by the qualified candidate=Maximum Marks-Actual Mistakes committed.

Examples-

- (i) a candidate committing 10 actual Mistakes will get 110 marks {i.e.120 (maximum marks)-10 (actual mistakes committed)},
- (ii) a candidate committing 0 actual mistakes will get 120 marks (i.e. 120-0 actual mistakes) &
- (iii) a candidate committing 30 actual mistakes will get 90 marks (i.e. 120-30 actual mistakes).

Note: In case of incomplete transcription (more than 49 words left), the candidate will be treated as not qualified. Candidate, who commits more than 49 Actual Mistakes, will be treated as 'not qualified'.

In case of use of longhand in place of shorthand, the candidate will be disqualified.

Paper-III (Written Examination)

Time: 90 minutes

MM: 80

(A) **General Knowledge** (Indian History, Knowledge of Uttarakhand, General Science, Constitution of India, Current Affairs)

40 Questions (Multiple-choice) of 40 marks.

(B) **English Language**

- | | |
|--------------------------------------|----------------------------|
| 1) Word, Phrases, Synonyms, Antonyms | (10 Questions of 10 marks) |
| 2) Grammar | (10 Questions of 10 marks) |
| 3) Translation from English to Hindi | (10 Marks) |
| 4) Précis writing in English | (10 Marks) |

As all the posts are of reserved category hence, the cut-off marks for written examination shall be 35% for S.C., O.B.C. and E.W.S. category.

1. After the English Typing Test, the candidate will be given the option to appear in Hindi Typing Test.
2. Likewise, after the English Shorthand Test, the candidate will be given the option to appear in Hindi Shorthand Test.

The aforementioned Hindi Typing and Shorthand tests shall be conducted on the same day/date, after the English Typing & Shorthand Tests for the candidates who opt for the same.

In case, two or more candidates secure equal marks, then the result of Hindi shorthand and type-writing of such candidates, if appeared in Hindi Shorthand & type-writing tests, will be considered and the candidate who scores better in Hindi shorthand will be given preference. However, if the marks obtained by two or more candidates still remain equal then the candidate senior in age will be given preference in the selection.

- The standard of Written Examination question paper shall be of graduation level.
- The General Knowledge part of the Paper-III (Written Examination) shall be bilingual i.e. both English & Hindi Language.

10. Examination Fee:- Examination fees shall be payable in favour of '**Registrar General, High Court of Uttarakhand, Nainital**' by way of account payee **Demand Draft of any nationalized bank payable at Nainital** as under:

Sr. No.	Category	Examination/ Application Fees
1.	Other Backward Classes of Uttarakhand	Rs. 500/-
2.	Scheduled Castes of Uttarakhand	Rs. 250/-
3.	Economically Weaker Sections of Uttarakhand	Rs. 250/-
4.	Physically Handicapped (Locomotor Disability)	-Nil-

If any candidate of PH3 Locomotor Disability, belonging to O.B.C./S.C./E.W.S. category wishes to apply for the vacant post of prescribed category, he/she shall have to enclose self attested copy of the certificate of said disability issued by the competent authority.

The applications without the prescribed fee shall not be considered. **Fee once paid shall not be refunded in any case.**

11. Form of Application:- Applications will be entertained only on the prescribed form given below, which may be downloaded from the website of High Court of Uttarakhand i.e. www.highcourtofuttarakhand.gov.in. The candidates are required to enclose self-attested copies of following documents along with duly filled application form:

- i. Certificate/ Marksheet of High School or equivalent certificate as proof of date of birth.
- ii. Final Year Marksheet along with Degree Certificate or Provisional Certificate of Graduation.
- iii. Domicile/ Permanent Resident Certificate issued by the competent authority of State of Uttarakhand.
- iv. Caste/Category Certificate i.e. S.C. or O.B.C. or E.W.S. issued by the Competent Authority.
- v. 02 self-addressed envelopes affixing postal stamps of Rs. 25/- on each.
- vi. Examination Fee in the form of Demand Draft (**in original**).
- vii. Photo Id (i.e. Aadhar/ Driving License/ Voter Id/ Passport).
- viii. Physically Handicapped Locomotor Disability Certificate issued by the competent authority, if applicable.

Application form not filled completely or without aforementioned enclosures shall not be considered and will be rejected summarily.

12. The last date for submission of duly completed application forms through registered/ speed post or by hand, in the office of **Registrar General, High Court of Uttarakhand, Nainital- 263002 is 11th August, 2023 by 05:00 P.M.** The High Court shall not be responsible for any delay whatsoever in timely receiving of the applications. Applications received after the last date and time will not be entertained. The envelope containing the application form should be superscripted- '**Application for Recruitment of Personal Assistant-2023**'. Applications by Government servants, if eligible, should be submitted only through proper channel mentioning the date of 'No Objection Certificate' issued by their Department.

13. Important Instructions for the candidates related to Examination Process:

- The list of eligible & rejected candidates shall be uploaded on the website of the High Court of Uttarakhand i.e. www.highcourtofuttarakhand.gov.in, in due course.
- Schedule of examination (Practical/ Written) shall be intimated later on through the website of the High Court.
- Admit Cards will be sent to the candidates in the self-addressed envelopes provided by the concerned applicant, information about which shall be uploaded on the website.

- The Typing Test shall be conducted on different dates/days, depending upon the total number of application forms received against the vacant posts as well as the number of applicants found eligible to appear for the same.
- The Shorthand Test of the candidates, who qualify the Typing Test, shall be conducted on different dates/days subject to the number of candidates declared successful in the Typing Test.
- Applicant must go through the complete advertisement before filling the application form. Incomplete application forms will not be accepted.
- The examination fee is acceptable only in the form of 'Demand Draft' issued by any Nationalized Bank payable at Nainital. If any candidate does not submit the requisite fees or submits less than the requisite fees, his/her application form/ candidature will be rejected.
- More than one application form will not be accepted from one candidate. If any candidate submits more than one application form then all the application forms received from such candidate will be rejected.

All the information related to recruitment process shall be published and communicated only through the website of the High Court, therefore, applicants are advised to visit the website of High Court i.e. www.highcourtofuttarakhand.gov.in regularly.

Encl: Format of Application Form &
Admit Card (total 04 Pages).

Sd/-
Registrar General
High Court of Uttarakhand
Nainital.

HIGH COURT OF UTTARAKHAND NAINITAL

Recruitment of Personal Assistant- 2023

APPLICATION FORM

Affix latest
self-attested
passport size
colour
photograph

Roll No.:
(For office use only)

1. Name of the Applicant
2. Gender Male Female Others
(Please tick the appropriate circle)
3. Father's/ Husband's Name
4. Address of Correspondence
(Including Pin Code)

5. Permanent Address
(Including Pin Code)

6. E-mail Address
7. Mobile/ Telephone no.
8. Date of Birth
(Kindly enclose self-attested copy of matriculation/ birth certificate)
9. Age as on 01.07.2023
10. Are you a Citizen of India
11. For which category and sub-category (if applicable) do you claim reservation?
(Kindly enclose self-attested copy of certificate of prescribed category)
 - (a) Scheduled Castes (S.C.)
 - (a.1) S.C. – U.F.
 - (b) Other Backward Classes (O.B.C.)
 - (b.1) O.B.C. – U.F.
 - (c) Economically Weaker Sections (E.W.S.)
12. Place of Domicile:
 - State
 - District
13. ID proof
(Kindly enclose self-attested copy)
Id Proof Number:
14. (a) Marital Status
- (b) If Married, state whether you have more than one spouse living/ or married to a person
already having a spouse living

15. Particulars of Educational Qualifications:

Sr. No.	Name of Degree	Name of Board/ University	Subjects	Year	Grade or Division	Percentage of Marks

16. Particulars of Experience (if any)

Sr. No.	Name of Employer	Name of the Post Held	Date of Joining Service	Date of Leaving Service	Pay Scale

17. Date of issuance of N.O.C. (for Government Servants only)

18. Details of Demand Draft:

D.D. No. : Date:

Amount: Bank:

19. Have you ever been convicted in any case by any Court of Law Yes No
(Please tick the appropriate circle)20. Whether member of the establishment of High Court of Uttarakhand Yes No

If yes, kindly mention whether you have claimed Age relaxation for competitive examination or selection of this High Court, if yes how many times.....

21. Whether you want to appear for Hindi Typing & Shorthand Test.....

22. Details of enclosures:

(i) Certificate/Mark sheet of High School or equivalent certificate Yes/ No

(ii) Final Year Mark sheet along with Degree Certificate or Provisional Certificate of Graduation Yes/ No

- | | |
|---|---------|
| (iii) Domicile/ Permanent Resident Certificate | Yes/ No |
| (iv) Caste/ Category Certificate | Yes/ No |
| (v) 02 self-addressed envelopes affixing postal stamps | Yes/ No |
| (vi) Demand Draft (In Original) | Yes/ No |
| (vii) Photo ID card | Yes/No |
| (viii) Physically Handicapped (Locomotor Disability) certificate
(if applicable) | Yes/ No |

DECLARATION

I..... (Name of the Applicant), hereby declare that all the information submitted by me in the application form is true and correct to the best of my knowledge. I will submit the desired documents as and when required. If any information is found false at any stage, then my candidature/appointment may be cancelled.

Date:

Place:

Signature of the Applicant

HIGH COURT OF UTTARAKHAND

Recruitment of Personal Assistant-2023

-ADMIT CARD-

Name of Candidate:	Roll No: (For office use only)
Father's/ Husband's Name:	
Gender:	Date of Birth:
Affix latest self-attested passport size colour photograph	SIGNATURE OF ISSUING AUTHORITY

Post name	Claimed Category/ Sub-category
Personal Assistant	

- Please read the instructions given below carefully -

IMPORTANT INSTRUCTIONS

1. This Admit card will be used for Practical & Written Tests and is essential for entry to the examination centre. No candidate will be permitted to appear in the examination without admit card. The candidate will have to produce the admit card to the invigilators whenever asked for.
2. **BRING THE PHOTO ID PROOF (IN ORIGINAL) AS CLAIMED IN THE APPLICATION FORM.**
3. Candidate will be allowed to enter in the examination centre/hall 20 minutes before the commencement of the examination.
4. No candidate shall be allowed to enter in the examination hall after commencement of examination.
5. Candidates should check their pockets, desks, instrument boxes immediately after sitting on their seats. If any extra paper is found, it should be handed over to the invigilator before commencement of examination.
6. If any candidate is found using unfair means or obstructs examination in any way, action against him/ her shall be taken according to relevant rules.
7. Candidate must use only BLUE/ BLACK PEN for answering the questions. Use of pencil for writing is not allowed.
8. No Candidate shall be allowed to leave the examination centre/ hall till the examination is over.
9. Candidate shall leave the examination hall only after handing over the Answer Booklet to the invigilator when the examination is over. If a candidate carries the Answer Booklet outside the examination hall, action shall be taken against him/her as per rule. Candidate is permitted to take away the Question Paper only.
10. Cell phones, Pagers, Programmable Calculator, Bluetooth Devices, Earphones, Digital or Electronic Watch or any other electronic device are not allowed / strictly prohibited inside the examination centre.
11. Candidate should keep the admit card safely for future correspondence.
12. The candidature of the candidate is strictly provisional. If a candidate does not fulfil the conditions given in the advertisement or provides false information/ documents, his/her candidature may be cancelled at any stage.
13. Candidates are advised to get prior proper information about the examination centre to avoid any inconvenience.