



## HIGH COURT OF JUDICATURE AT ALLAHABAD

**Recruitment Examination for Uttar Pradesh Civil Court: Stenographer Grade III (Category 'C') and Category "D" (cadre)**

Advertisement No	01/Sub. Court /Category 'C' /Stenographer Cadre /2014
Advertisement No	01/Sub. Court /Group 'D'/Class IV Cadre/2014

### IMPORTANT DATES FOR BOTH THE POSTS

S.No.	Particulars	Dates
1	Start date of Application form	21.08.2014
2	Start date for deposit of fee by the candidates	21.08.2014
3	Last date for submission of application form	12.09.2014
4	Last date for deposit of fee by the candidates	13.09.2014
5	Issue of e-admit cards	17.09.2014 to 26.09.2014
6	Examination date	27.09.2014

\* Candidates are advised to visit the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly.

No certificates/mark sheets are required to attached with 'On-line application forms.

1. On-line Applications are invited from the Indian citizens and the candidates of other categories recognized by the Government of India for filling up the following posts in the Establishment of Civil Court, Allahabad for both the posts Class C & Class D as per given tables below :

Sr. No.	Post	No. of Vacancies	Pay Scale
1	Stenographer Grade III (Category 'C')	327 (Approximately)	Rs.5200-20200/- Grade Pay Rs.2800/-

Sr. No.	Post ("D" Cadre Posts)	No. of Vacancies	Pay Scale
1	Tube well Operator- cum – Electrician; Category "D"	1060 (Approximately)	Rs.5200-20200/- Grade Pay Rs.1800/-
2	Process Server: Category "D"		Rs.5200-20200/- Grade Pay Rs.1800/-
3	Orderly/ Peon/ Office Peon/ Farrash; Category "D"		Rs.5200-20200/- Grade Pay Rs.1800/-
4	Chowkidar/ Waterman/ Sweeper/ Mali/ Coolie/ Bhisti/ Liftman; Category "D"		Rs.5200-20200/- Grade Pay Rs.1800/-
5	Sweeper- cum- Farrash; Category "D"		Rs.2000 Fixed

**Reservation:** For all the posts Vertical reservation to the reserved category candidates of Scheduled Caste, Scheduled Tribes, Other Backward Classes and other categories of U.P. shall be such as may be specified by the Government Orders issued in this behalf from time to time as adopted by the High Court:

Category	Percentage
Unreserved	--
Scheduled Caste	21%
Scheduled Tribe	02%
Other Backward Classes	27%

Horizontal reservation shall be provided to the candidates for both the posts as per the rules applicable:-

Class	Percentage of Reservation
Women	20%
Dependants of Freedom Fighter	02%
Ex-servicemen	05%
Physically challenged	03%
Sportsmen	01%

**Note:**

- I. The number of vacancies may increase or decrease.
- II. Benefits of reservation will be given only to the candidates who are originally domiciled of U.P. The candidates who are not originally domiciled of U.P. are not entitled to the benefits of reservation. Such candidates will be considered as General (Unreserved) category candidates.
- III. Horizontal reservation for sports person shall be provided in terms of the provisions of G.O.s issued by the State Government in this regard and adopted by the High Court.

Candidates are required to submit On-line application forms for the aforementioned posts. Candidates who wish to apply for more than one post, they are not required to apply on separate application form. **Examination will be off line (written examination on O.M.R. sheets) for Group "D" posts and for Group "C" posts.**

**2. ESSENTIAL QUALIFICATIONS:**

**I. For Category "C" cadre Stenographer**

**The Applicant must possess minimum essential qualification for the post on the last date of submission of the on-line application form:-**

Sl. No.	Category ("C" Cadre Posts)	Essential Qualification	Experience
1	Stenographer Gr-III	For Hindi Stenographers;- Graduation with Diploma or certificate in Stenography with a speed of 80 w.p.m. in shorthand and 30 w.p.m. in Typing both in Hindi alongwith CCC certificate issued by DOEACC Society and 25/30 w.p.m. for Hindi/ English Typewriting on Computer.  For English Stenographers;- Graduation with Diploma or certificate in Stenography with a speed of 100 w.p.m. in shorthand and 40 w.p.m. in Typing both in English alongwith CCC certificate issued by DOEACC Society and 25/30 w.p.m. for Hindi/ English Typewriting on Computer.	N.A.

## II. Category “D” (cadre)

**The Applicant must possess essential qualification for all the posts on the last date of submission of the on-line application form for the following posts:**

Sl. No.	Category Posts (“D” Cadre Posts)	Essential Qualification	Experience/ Knowledge
1	Tube well Operator- cum – Electrician; Category “D”	Junior High school with Driving License	Certificate issued by industrial institute
2	Process Server: Category “D”	Process Server must have passed High school	N.A.
3	Orderly/ Peon/ Office Peon/ Farrash; Category “D”	Junior High school	N.A.
4	Chowkidar/ Waterman/ Sweeper/ Mali/ Coolle/ Bhisti/ Liftman/; Category “D”	Junior High school	N.A.
5	Sweeper- cum- Farrash; Category “D”	Class VI	N.A.

### 3. SCHEDULE OF EXAMINATION:

Both examinations shall be held at the same time.

#### THE SCHEDULE OF OFFLINE EXAMINATION FOR BOTH CLASS D & STEGNOGRAPHER CLASS C

SCHEDULE	Test
Date of Examination	27.09.2014
Reporting time at Center	2:30 PM
Entry in the Examination Hall after Checking of Admit Cards and ID Proof	3.00 PM to 3:30 PM
Distribution of Test Booklet	3:45 PM
Seal of the Test Booklet to be broken/opened to take out the OMR Answer sheet	3:50 PM
Last Entry in the Examination Hall*	3:30 PM
<b>Test Commences</b>	<b>4:00 PM</b>
<b>Test Concludes</b>	<b>5:30 PM</b>

‘\*’ Candidates will not be permitted to enter the Examination Center after the commencement of the examination. The candidates are advised to read the instructions on the admit card carefully and follow them during the conduct of the examination.

#### 4. EXAMINATION FEES:

Candidates must apply 'ON-LINE' only through website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in).

The candidate should supply all details while filling the Online Form and upload their scanned images of photograph & signature. After successful submission of data, **Candidates are required to take printout of Filled application form for record and keep it for their reference.** Candidates should pay the following fee (**Non-refundable**):

CATEGORY	Stenographer Class C	Class D
General/OBC	Rs.750/-	Rs.500
SC/ST* of Uttar Pradesh	Rs.500/-	Rs.300

**Service Charges & Service Taxes will be charged extra by the Bank.**

\*SC/ST of other than Uttar Pradesh shall have to pay fee as prescribed for General/OBC category candidates.

**Fee once paid shall neither be refunded in any circumstances nor shall be adjusted against the post different from post applied.**

**Note:- For Class D Category: Candidates applying for more than 1 posts are not required to deposit separate fees for each post.**

\*\*\* For **Mode of Payment** of fee see "How to apply" section.

#### 5. AGE:

The age limit for the **Class C Stenographer and Class D category** wise as on 01.07.2014 will be as under:-

A candidate for Direct Recruitment for both category must have attained the minimum age of **18** years and must not have attained the age of more than **40** years on the 1<sup>st</sup> day of July of the year in which advertisement is published i.e. 01.07.2014.

**Relaxation in upper age limit:-**

- The upper age limit shall be relaxable upto a maximum limit of **05** years only for the candidates belonging to Schedule Caste, Scheduled Tribe, other Backward Classes and Dependents of Freedom Fighter (D.F.F.) as notified in relation to **the State of Uttar Pradesh.**
- The upper age limit shall be relaxable upto a maximum limit of **05** years only to the skilled sportsperson of **the State of Uttar Pradesh.**

- The upper age limit for Ex Servicemen of **State of Uttar Pradesh** shall be relaxable by **03** years after deduction of the military service rendered in Army/Airforce/Navy. Ex-Servicemen (E.S.M) candidates shall have to mention their enrollment/appointment date and retirement/discharged date of the Service in view to calculate service duration.

The upper age limit shall be relaxable upto a maximum limit of **15** years only for the candidates belonging to Differently Abled (physically challenged) category of the **State of Uttar Pradesh**.

**Note:** Candidates should make sure that relevant certificate is issued by the competent authority for relaxation in upper age limit as mentioned in above paragraph and they will have to produce the same as and when called for.

**Candidates claiming reservation/age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them.**

**6. Nationality** – A candidate for recruitment to the above posts shall be

a citizen of India, or

a subject of Sikkim, or

a Tibetan refugee who came over to India before 1st January, 1972, with the intention of permanently settling in India, or

a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Tanzania (formerly Tanganaykika and Zanzibar) with the intention of permanently settling in India.

Provided that a candidate belonging to category (c) or (d) above must be a person in whose favour a certificate of eligibility has been issued by the State Government:

Provided further that a Candidate belonging to category (c) will also be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh.

Provided also that if a candidate belongs to category (d) above, no certificate of eligibility will be issued for a period of more than one year and such a candidate can be retained in service after a period of one year only if he/she has acquired Indian citizenship.

**Note:** A Candidate in whose case a certificate of eligibility is necessary but the same has neither been issued nor refused, may be admitted to an examination or interview and he/she may also be provisionally appointed subject to the necessary certificate being obtained by him/her or issued in his/her favor.

**7. SELECTION PROCEDURE FOR CLASS "D" CADRE:-**

The Selection process shall include one common off-line examination (written examination on O.M.R. sheets) for all the posts. Selection procedure shall be as below:-

(1) Off line examination (written examination on O.M.R. sheets) for all Group 'D' posts.

(2) Interview shall not be part of the selection process.

(3) A combined merit list for all Group 'D' posts shall be prepared on the basis of marks obtained by the candidates in off-line examination.

Subject to the provisions of these Rules, recruitment to any category of the posts in the service shall be made by the Selecting Authority.

Notwithstanding anything to the contrary in these rules the Appointing Authority and the Selecting Authority with regard to conduct of examination and selection shall act in accordance with general or special orders issued by Hon'ble Chief Justice of High Court from time to time.

**A. Syllabus for Offline examination (written examination on O.M.R. sheets) for Group 'D' posts**

<b>Off line Examinati</b>	<b>SUBJECTS</b>		<b>Maximum Marks</b>
<b>on (Time: 90 Minutes) Examination will carry 100 questions</b>	<b>(A)</b>	Hindi	<b>100</b>
	<b>(B)</b>	English	
	<b>(C)</b>	General Studies	
	<b>(D)</b>	Mathematics	

**Date, Time and Venue of Examination:-** Date, time and venue of examination shall be intimated to the candidates through E-Admit Cards which can be downloaded from [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in).

The question paper will be available in **both English and Hindi languages**. The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers for offline examination.

**List of Selected Candidates- (1)** A combined merit list for all Group 'D' posts shall be prepared on the basis of marks obtained by the candidates in off line examination (written examination on O.M.R. Sheets). The Selecting Authority on the basis of the aggregate of the percentage of the total marks secured in the off-line examination as determined and taking into consideration, the order in force relating to reservation of posts for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other category prepare in the order of merit, a list of the candidates eligible for appointment to the category of the posts and if the aggregate of the percentage of total marks secured in the written examination of two or more candidates is equal, the order of the merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of the merit. The number of the names of the candidates to be included in such list shall be equal to the number of the vacancies notified for the recruitment. If the selected candidates could not be offered the Judgeships applied for in order of priority in which they wish to be posted, he/she can be recommended against any other post advertised in any District. After the completion of the selection process, the list of the selected candidates shall be forwarded to the District Judgeships against the available vacancies. The District Judge will be at liberty to post the candidates on any of post mentioned at Serial no. 1 to 5 of the above mentioned table as per the availability of the posts and requirement in the Judgeship.



(2) The Selecting Authority shall in accordance with the provisions of sub-rule (1) also prepare an additional list of names of candidates not included in the list prepared under sub-rule (1) in which the number of candidates to be included shall, as far as possible, be 10% of the number of vacancies notified.

**Duration of operation of Lists:-** The list of the names of the candidates published by the Selecting Authority under Rule 12 in respect of any cadre shall cease to be operating on appointment of the last advertised vacancy or one year whichever is earlier.

**Conditions relating to physical fitness:** No candidate selected for appointment shall be appointed to any posts unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform.

## **8. SELECTION PROCEDURE FOR CLASS "C" STENOGRAPHY CADRE:-**

The Selection procedure shall consist of following stages:-

- (1) Off-line examination (objective type written examination on O.M.R. Sheet)
- (2) Computer Type Test
- (3) Stenography Test

**Computer Type Test:** Hindi /English Computer type test for the post of Stenographer shall be held on the date to be notified separately after the conduct of Off-line examination. Five candidates in order of merit against each post category -wise shall be shortlisted for appearing in Shorthand Test and Computer Type test at a later date.

### **Stenography Test:**

**(A) Dictation of a passage of 500 words (approximate) in English in 05 minutes. The candidates will be required to take down the dictation in shorthand and thereafter to transcribe the same on computer within 30 minutes.**

**(B) The candidate will be provided a passage of approximately 500 words which they shall be required to type the same on computer in the same format within 15 minutes.** For English Stenography, Candidate shall be given a text of 500 words (with a speed of 100 w.p.m.) in shorthand dictated in 5 minutes by the dictator and candidate would have to transcribe the dictated matter with the speed of 40 w.p.m. on computer within 30 minutes. Similarly for Hindi Stenography, candidate shall be given a text of 400 words (with a speed of 80 w.p.m.) in shorthand dictated in 5 minutes by the dictator and candidate would have to transcribe the dictated matter with the speed of 30 w.p.m. on computer within 30 minutes.

(4) Interview shall not be part of the selection process.

(5) A merit list for the post of Stenographer will be prepared by adding the marks of Off-line examination, Hindi/English Type test on Computer, and stenography test and Typing Test.

**A. Syllabus for off-line examination (objective type on OMR sheet) for the post of Stenographer Grade- III**

<b>Test- 1 Objective</b> Type written Examination (Duration 90 Minutes) Examination will carry 100 questions <b>Note:</b> There shall be no negative marking on wrong answer in Test -1	<b>SUBJECTS</b>		<b>100 Marks</b>
	<b>(A)</b>	Hindi	
	<b>(B)</b>	English	
	<b>(C)</b>	General Studies	
	<b>(D)</b>	Mathematics	
<b>Test-2 Hindi/English Computer Type test</b> 25/30 words per minute for Hindi/English typewriting on computer.		<b>25 Marks (For Hindi Typing)</b> <b>25 Marks (For English Typing)</b>	
<b>Test -3 Hindi/ English Shorthand test</b> <b>For Hindi Stenographers:-</b> 80 w.p.m. in shorthand in Hindi and 30 w.p.m. in Typing in Hindi on computer. <b>For English Stenographers:-</b> 100 w.p.m. in shorthand in English and 40 w.p.m. in Typing in English on computer		<b>50 Marks</b>	

**Date, Time, Venue of Examination:-** Date, time and venue of examination shall be intimated to the candidates through E-Admit Cards which can be downloaded from the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in).

The question paper will be available in **both English and Hindi languages**.

The Selection Committee has discretion to fix minimum qualifying marks in any or all parts of papers for off-line examination (Test 1), Hindi/English Computer Type test (Test 2) and Hindi/ English Shorthand test (Test 3).

**Lists of Selected Candidates- (1)** A combined merit list for Stenographers Gr.III shall be prepared on the basis of marks obtained by the candidates in off-line examination (Test 1) , Hindi/English Computer Type test (Test 2) and Hindi/ English Shorthand test (Test 3). By direct recruitment at least 1/4<sup>th</sup> posts in the Districts shall be filled by English Stenographers. The Selecting Authority on the basis of the aggregate of the percentage of the total marks secured in the off-line examination, the marks secured in the Hindi/English Computer Type test(Test 2) and Hindi/ English Shorthand test (Test 3) and taking into consideration, the order enforce relating to reservation of posts for Scheduled Castes, Scheduled Tribes, Other Backward Classes and other categories prepare in the order of merit, a list of the candidates eligible for appointment to the category of the posts and if the aggregate of the percentage of total marks secured in the written examination and of the marks secured in the Computer typing skill test and Hindi/ English Shorthand test,of two or more candidates is equal, the order of the merit in respect of such candidates shall be fixed on the basis of their age, the person or persons older in age being placed higher in the order of the merit. The number of the names of the candidates to be included in such list shall be equal to the number of the vacancies notified for the recruitment. If the selected candidates could not be offered the Judgeships applied for in order of priority in which they wish to be posted, he/she can be recommended against any other post advertised in any District. After the completion of the selection process, the list of the selected candidates shall be forwarded to the District Judgeships against the available vacancies.

**(2)** The Selecting Authority shall in accordance with the provisions of sub-rule (1) also prepare an additional list of names of candidates not included in the list prepared under sub-rule (1) in which the number of candidates to be included shall, as far as possible, be 10% of the number of vacancies notified.

**(3) Duration of operation of Lists:-** The list of the names of the candidates published by the Selecting Authority under Rule 12 in respect of any cadre shall cease to be operating on appointment of the last advertised vacancy or one year whichever is earlier.

**Conditions relating to physical fitness:** No candidate selected for appointment shall be appointed to any posts unless he satisfies the appointing authority that he is physically fit to discharge the duties that he may be called upon to perform.

**Marital Status:** No person who has more than one wife living and no women who has married a man already having another wife, shall be eligible for appointment.

## **9. GENERAL INSTRUCTIONS:**

Hon'ble Selection Committee reserves right to alter the number of vacancies, modify examination process and fixing the minimum cut off marks without assigning any reasons thereof. Vacancies calculated and indicated in advertisement are subject to change. Instructions are to be complied with strictly by the candidates in the examination.

### **Major Instructions for Both the Post**

- ii. Selection Committee decision shall be final in all matters relating to eligibility, acceptance or rejection of the applications. .
- iii. The result shall be displayed on the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) and information with regard to the next stage of examination shall be made available on the website. **Candidates are advised to go through the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly for latest updated information.**
- iv. In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms, their candidature shall stand cancelled without giving any reasons and notice to the candidate..
- v. The character of a person for direct recruitment to the service must be such as to render him/her suitable in all respect for appointment to the service.
- vi. 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 his/her official duties. Before a candidate recruited directly is finally approved for appointment to the establishment he/she shall be required to produce a medical certificate of physical fitness from whom the appointing authority specifies.
- vii. No recommendation for selection either written or oral other than those required will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his/her candidature by other means will disqualify him/her for appointment.
- viii. The candidates are required to fill in the online application form with correct and complete information carefully. If any incomplete or false information is given, then the candidate will be responsible for the same and on the basis of false and incomplete information, the application form shall be rejected at any stage of the selection without giving any reasons/notice. On furnishing any false certificates or indicating wrong category/sub-category regarding caste in the application form or in case of any other default, the High Court, Allahabad shall reject the candidature at any stage of the selection and shall take all necessary action.
- ix. All the candidates who are already in Central/State Government Service or in any Central/State Government undertaking or in any type of other organization established and governed by the Central/State Government, shall have to produce NOC as and when called for.
- x. A Male candidate who has more than one wife living or a female candidate who has

married a person having a wife living shall not be eligible for recruitment to the establishment.

- xi. The candidates shall produce certificates, issued by competent authority, in the support of claiming reservation, categories and caste. The candidates belonging to Ex-Servicemen (E.S.M.) category have to submit his/her certificate mentioned thereon date of enrollment/appointment in service and date of retirement/discharge from the service. The Ex-Servicemen (E.S.M.) candidate will also have to give undertaking to the effect that he has not availed the benefits of reservation provided under Ex-Servicemen (E.S.M.) category for any post established and run by the Central/State Government. Physically challenged candidates shall have to submit certificate issued by the Competent authority/Board indicating physical disability not less than 40%. Sportsmen claiming reservation in recruitment should submit certificate being skilled player as prescribed in Rule 23-A of The Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules, 1976.
- xii. Information uploaded on the website shall not be provided to the candidate under R.T.I. Act. The uploaded information on the website shall be remained for a specific period. Therefore, the candidates are advised to download the uploaded information and keep up with them for future.

The candidates are advised to keep the scanned images of photograph and signature (in running hand) of the candidates ready in JPG/JPEG format before applying online. **The scanned images of photograph and signature (in JPG, JPEG format only) should be uploaded at the time of filling the application form.**

**Note:**

The scanned images of photograph and signature should be in **jpg/jpeg** format. Image Dimension of photograph should be 35 mm (width) × 45 mm (height) only. Size of the photo image must be less than 80 kb. Image Dimension of signature should be 3.5 cm (width) × 80 mm (height) only. Size of the signature image must be less than 80 kb.

**The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria.**

**Candidate should enter his/her particulars i.e. Name, Father's Name, Mother's Name and Date of Birth as mentioned in his/her High School Examination Certificate or Equivalent Examination Certificate.**

**Application Procedure: Three Simple steps to be followed to apply online.**

STEP 1 : Submission of online application form and upload scanned images of photograph and signature..

STEP 2 : Pay Application Fee.

STEP 3 : Print Filled Application form for your record and future reference.

The application particulars entered can be edited before final submission of the application form. **The application contents cannot be changed/edited once it is finally submitted. No communication in this regard will be entertained.**

Information through SMS and mail will be sent to all registered candidates whose fees has been successfully validated on **17.09.2014, and their E-admit card will be live on website of High Court.** The candidature of the candidate, whose fees has not been received up to **prescribed last date**, will not be considered for the examination.

In case, if E-admit card of the candidate is not live on the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) on or after 17.09.2014 and the candidate has paid the fee, the candidate should contact to HELPDESK details given below between 10:00 A.M. to 5:00 P.M. from **17.09.2014 to 27.09.2014** giving proof of the payment of fees and print out of the Confirmation Page for considering his/her candidature for the examination.

**The candidate has to download his/her E-Admit Card from the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) w.ef. 17.09.2014 onwards and appear for the examination at the given Centre. In case candidates are unable to download E-Admit Cards from the websie, the candidate should contact to HELPDESK details given below between 10:00 A.M. to 5:00 P.M. from 17.09.2014 to 27.09.2014.** Candidates are advised to keep visiting the [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly for latest updates.

**No Admit Card will be sent by post.**

**For any Technical support in this regard, contact following Help Lines during working days between 10.00 AM to 5.00 PM :**

<b>HELPDESK DETAILS ( 10:00AM TO 5:00PM )</b>	
<b>Helpdesk Mail ID</b>	<a href="mailto:Helpdesk.highcourtexams@gmail.com">Helpdesk.highcourtexams@gmail.com</a>
<b>Toll Free Number</b>	<b>1800-212-1711</b>
<b>TOLLED Number</b>	<b>0522-6007111</b>

**Note :**

- Candidate's admission in examination is purely provisional.
  - The candidate must retain his/her Printed filled application form and Proof of fee submission for record and future reference.
  - The candidate should mention their own mobile number and E-Mail id while submitting their on-line application as the examination alerts will be sent to the candidates on their registered mobile number and E-Mail id.
  - Applications will be accepted only when fee is deposited in the Bank upto prescribed last date for fee submission. If the fee is deposited in Bank after prescribed last date for fee submission, the candidature of the candidate will be rejected and application will not be accepted. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted.
  - No certificates/mark sheets are required to be submitted along with 'On-line application forms'.
  - A candidate may submit On-line applications for both the posts and would be required to pay fee for each post as given in Examination Fee table.
  - Multiple applications for same post are liable to be rejected and no communication will be entertained in this regard.
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#### 10. LANGUAGE OF THE QUESTION PAPER:

The medium of question paper shall be both English and Hindi. Candidates has to write examinations based on his/her convenience.

#### 11. EXAMINATION CENTRES:

List of Examination Cities where the Examination will be conducted is given below: Candidates are required to give **FIVE DIFFERENT OPTIONS** in order of their preference. While every effort will be made to allot a Centre in one of the places opted by the candidate, the Competent Authority reserves its discretion to allot a Centre other than that of Candidate's choice anywhere in following notified cities of UttarPradesh. **Under no circumstances, the Centre once allotted shall be changed by the Competent Authority.**

In case the number of candidates in any of the notified City is very less for running the Examination Centre, the Competent Authority at its discretion may not conduct the Examination in that City and the Candidate who opted that city as 1<sup>st</sup> Choice may be allotted Examination Centers in other city opted as 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> choice.

**CITIES FOR OFFLINE EXAM: CLASS D Category & CLASS C (Stenographer)**

<b>S.No.</b>	<b>City Name</b>	<b>S.No.</b>	<b>City Name</b>
1	Agra	17	Gorakhpur
2	Aligarh	18	Jhansi
3	Allahabad	19	Kanpur
4	Azamgarh	20	Kanpur Nagar
5	Banda	21	Kaushambhi
6	Barabanki	22	Lakhimpur Kheri
7	Bareilly	23	Lucknow
8	Basti	24	Mathura
9	Bijnor	25	Meerut
10	Bulandshahar	26	Mirzapur
11	Chitrakot	27	Moradabad
12	Etawah	28	Muzaffar Nagar
13	Faizabad	29	Raebarelli
14	Gautam Budha Nagar	30	Sitapur
15	Ghaziabad	31	Unnao
16	Gonda	32	Varanasi



## 12. ADMIT CARD:

The candidates may download/ print their admit cards from **the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in)** from 17.09.2014 onwards and appear for the examination at the given Centre. In case of any discrepancy in the particulars of the candidate or his/her photograph and signatures shown in the admit card and Confirmation Page, the candidate may immediately contact the HELPDESK for necessary correction.

**The candidates shall report at the Examination Centre at the REPORTING TIME MENTIONED in E\_ADMIT CARD.** The candidates are advised to read the instructions on the admit card carefully and follow them during the conduct of the examination.

## 13. HOW TO APPLY:

A candidate will have to apply on-line only through the link available on the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). Candidates must go through the instructions mentioned below before filling up the on-line application form and also the General Instructions uploaded along with advertisement.

**To avoid any kind of inconvenience or last minute rush or unforeseen difficulties, candidates are advised to submit on –line application without waiting for the last date.**

The candidates will take print out of filled Page and keep a print-out of the same for future reference. He/she shall be required to produce the print-out of the application form with attested copies of documents in support of qualification and claim to caste categories etc. at the time of offline Test or as and when asked. No request for withdrawal of candidature after submission of on-line application form will be entertained under any circumstances.

### **Instructions for filling up on-line application form:**

Candidates applying against **Recruitment Examination for Uttar Pradesh Civil Court: Stenographer Grade III (Category 'C') and Category "D" (cadre)** are required to apply online ONLY through the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). Application will NOT be accepted by any other mode.

Before the filling of the Online Application, for convenience, the Candidate should have scanned images of following documents in CD/DVD/Pen drive with file size of 80KB (maximum) for each document in JPG/JPEG format only.

**Mandatory: (a) Recent Colored Photograph (b) Signature of the candidate**

The above documents in soft copies will be required for uploading and final submission of your Online Application.

A valid **E-mail id** and **Mobile Number** is mandatory for the submission of your Online Application. **This E-Mail id and Mobile number should be kept active till the declaration of results. U.P. Allahabad High Court.** Will send important information with regards to your application and examination on this registered E Mail/Mobile number.

**Please note that after submission the particulars mentioned in the Online**

**Application in each stage including Name of the Candidate, Post Applied, Caste Category, Date of Birth, Address, Email-ID, Mobile No. etc. will be considered as Final. After the submission of the online application at each stage, candidate will not be able to edit/delete any fields of the Online Application.**

**Applications received without appropriate Application Fee, required documents & information as per recruitment notification are liable to be rejected. U.P. Allahabad High Court,** however have the right to cancel any of the Examination City, Center and/or add some other cities/centers' depending upon the response, administrative feasibility, or any force-major conditions etc.

Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained at later stage.

**IMPORTANT STEPS TO BE FOLLOWED TO FILL THE ONLINE APPLICATION**

Instructions and Important Links will guide you to fill the Application Form. Please read them carefully and follow them religiously.

**Step 1:** Candidates are first required to go to the **U.P. Allahabad High Court** website: [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). and click on the link **Uttar Pradesh Civil Court: Stenographer Grad**

**e III (Category 'C') and Category "D" (cadre)**

**Step 2:** You will be directed to the following information. Please make a note of the Important Information's.

- Helpdesk & Important dates.
- Recruitment Advertisement
- How to Apply
- Fee Deposit procedure
- Essential Qualification and Syllabus

**Step 3:** For registration of online Application click “Online Application Form” and fill your (a) Personal Details (b) Qualification Details (C) Declaration and click on” Submit & Print”. Now of the Application Form is complete.

**Step 4:** Please keep handy the following scan copies with the file size of maximum 80KB for each document In JPG/JPEG format only.

**Step 5:** Please upload the photograph and signature

**Mandatory: (a) Recent Colored Photograph (b) Signature of the Applicant**

**Step 6:** On successful submission of the Application Form & deposit of application fee, you will be able to view the complete application submitted by you including your Photo, Signature along with the message of Successful submission. Please take a print out of this application form for future correspondence & **APPLICANT-ID** printed on it.

**Step 7:** Deposit the requisite Application fees through portal of State bank of India after application filling date.

**Application Fee Payment Modes**

- **ONLINE PAYMENT** — Please use Debit Card/Credit Card/InterNet banking mode to make the online payment
- **OFFLINE PAYMENT** — Generate the Challan

**Download the Challan and Make the payment at your nearest State Bank of India Branches**

**Post filling the complete details in the online application form, the applicant will receive Applicant-ID and Password through an automated E-Mail on you registered email address and /or SMS on your registered Mobile Number.**

PLEASE PRESEVE THIS APPLICANT-ID AND PASSWORD AS YOU WILL REQUIRE TO DOWNLOAD YOUR HALL TICKET/ADMIT CARD.

**IMPORTANT NOTES:**

1. PLEASE FILL YOUR APPLICATION CAREFULLY.
2. ONLY LATEST COLORED PHOTOGRAPH TO BE UPLOADED.
3. On the page of” **Recruitment Uttar Pradesh High Court: Stenographer Grade III (Category 'C') and Category “D” (cadre)**”. Make a note of important, dates. The candidates are advised to apply early to get the examination center of their choice/preference and avoid last minute rush/jam/network problems.

4. Candidates should keep at least 6 numbers of same LATEST Photograph in reserve for future use, which they have uploaded in the application form.
5. Court of jurisdiction for any dispute will be at Allahabad.
6. Candidates must remain in constant touch with **U.P. Allahabad High Court** website: [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). for important information's and guidelines. The candidates do not receive the admit card for written examination in time, may check and download the admit card through **U.P. Allahabad High Court** website: [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). as per schedule & instructions notified on **U.P. Allahabad High Court** website: [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in).
7. **U.P. Allahabad High Court** reserves rights to modify/rectify to correct the error that might have inadvertently crept in. However **U.P. Allahabad High Court** does not owe any responsibility for error committed by candidate.
8. Canvassing in any form will disqualify the candidate.
9. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. are not permitted in the examination Hall.

**N.B.:** In case of any discrepancy in advertisements published in various newspapers etc. the content as put on **U.P. Allahabad High Court** website: [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) will prevail.

**All Steps are mandatory.**

It is to be noted that if a candidate has been allowed to appear in the Test it does not imply that the candidate's eligibility has been verified. It does not vest any right with the candidate for appointment.

The eligibility shall be finally verified, by the concerned recruiting agency / appointing authority. The candidate should satisfy his/her eligibility before applying and shall be personally responsible in case he/she is not eligible to apply as per the given eligibility criteria.

Furnishing of false, wrong or inaccurate information may lead to cancellation of the Test result, forfeiture of the certificate and even prosecution in appropriate cases.

**14. Procedure for conduct of Offline Examination: Candidates are advised to go through following carefully before going for the Examination.**

**A. PROCEDURE TO BE FOLLOWED DURING CONDUCT OF EXAMINATION :**

Candidates are required to keep with them at least one identity proof (Photo-Identity Card viz. Aadhar Card, Voter ID Card, Driving Licence, Passport, PAN Card, Bank's Passbook copy with photograph thereon) and shall produce the same on demand at the time of examination at centre.

The examination rooms/hall will be opened 45 minutes before the commencement of test. Candidates should take their seat immediately after opening of the examination hall. If the candidates do not report in time due to any reason i.e. traffic jam, train/bus delay etc, they are likely to miss some of the general instructions to be announced in the Examination Rooms/Hall. The board shall not be responsible for any delay.

The candidate must show, on demand, the Admit Card downloaded/printed from the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) for admission in the examination room/hall. A candidate who does not possess the valid Admit Card shall not be permitted for the examination under any circumstances by the Centre Superintendent.

A seat indicating roll number will be allocated to each candidate. Candidates should find and sit on their allocated seat only. Any candidate found to have changed room or the seat on his/her own other than allotted, his/her candidature shall be cancelled and no plea would be accepted for it.

**A candidate who comes after the commencement of the examination shall not be permitted to sit in the examination.**

Candidates are not allowed to carry any textual material, Calculators, , Log Tables and Electronic Watches with facilities of calculator, printed or written material, bits of papers, mobile phone, Blue-tooth devices, pager or any other device, except the **Admit Card and Blue/Black Ball Point pen inside the Examination Room/Hall**. The candidates are prohibited to bring any kind of electronic device in the examination room. If any candidate is in possession of any of the above item, his/her candidature will be treated as unfair means and lead to cancellation of the current examination & also debar the candidate for future examination(s) & the material will be seized.

No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave his/her seat or Examination Room until the full duration of the paper is over.

For OFFLINE exam Candidates are advised to bring with them a cardboard on which nothing should have been written, so that they have no difficulty in writing/marking responses in the OMR Answer Sheet even if the tables provided in the examination room/hall do not have smooth surface. They should also bring their own Ball Point Pens (Black/Blue) of good quality. These will not be supplied by the Centre Superintendent.

Tea, coffee, cold drinks or snacks are not allowed to be taken inside the examination rooms during examination hours.

For offline exam, Ten minutes before the commencement of the paper, each candidate will be given sealed Test Booklet with an OMR Answer Sheet placed inside it.

Immediately on receipt of the Test Booklet the candidates should fill in the required particulars on the cover page of the Test Booklet with Ball Point Pen only. He/She shall not open the Test Booklet until asked to do so by the Invigilator. Do not open/break the seal before the announcement.

## **B. IMPORTANT INSTRUCTIONS PRIOR TO EXAMINATION FOR OFFLINE EXAM : CLASS D**

**Ten minutes before the commencement of the paper the candidate will be asked to break/open the seal of the Test Booklet. He/She will take out the OMR Answer Sheet carefully.** The candidate should check carefully that the Test Booklet Code printed on Side-1 of the OMR Answer Sheet is same as printed on the Test Booklet. In case of discrepancy, the candidate should immediately report the matter to the Invigilator for replacement of both the Test Booklet and the OMR Answer Sheet.

**Candidate should then write particulars with Blue/Black ball point pen only on the OMR Answer Sheet.** Use of pencil is strictly prohibited. If anybody uses the pencil, his/her OMR Answer Sheet will be rejected and no correspondence will be entertained in this regard. **After completing this step, the candidates will wait for the signal by the invigilator.**

**The test will start exactly at the time mentioned in the Admit Card and an announcement to this effect will be made by the invigilator.**

**During the examination time, the invigilator will check Admit Card of all the candidates to satisfy himself/herself about the identity of each candidate. The invigilator will also put his/her signatures in the place provided in the OMR Answer Sheet.**

After completing the paper and before handing over the OMR Answer Sheet, the candidate should check again that all the particulars required in the OMR Answer Sheet have been correctly written.

A signal will be given at the beginning of the examination and at half time. A signal will also be given before the closing time when the candidate must stop marking the responses.

The candidates must sign on the Attendance Sheet at the appropriate place. Firstly, immediately after commencement of the Examination and for the second time while handing over the OMR Answer Sheet to the Invigilator.

Prior to handing over the Answer Sheet soon after the examination is over, the candidate must sign the attendance sheet as a proof thereof. **The examinee is permitted to carry the Test Booklet.**

### **C. UNFAIR MEANS:**

Candidates shall maintain perfect silence and attend to their Question Paper only. Any conversation or gesticulation or disturbance in the Examination Room/Hall shall be deemed as misbehavior. If a candidate is found using unfair means or impersonating, his/her candidature shall be cancelled and he/she will be liable to be debarred for taking examination either permanently or for a specified period according to the nature of offence.

If any candidate is in possession of any item(s), his/her candidature for current examination will be cancelled and also liable to be debarred for future examination(s).

The candidate will check that the Test-booklet contains as many numbers of pages as are written on the top of the first page of the Test Booklet. The candidate shall not remove any page(s) from the Test-Booklet and if he/she is found to have removed any page(s) from his/her Test Booklet, he/she will be presumed to have used unfair means and shall be liable for criminal action.

#### **D. INSTRUCTIONS FOR USE OF TEST BOOKLET AND OMR ANSWER SHEET :**

**The candidates will find the OMR Answer Sheet placed inside the sealed Test Booklet. The seal will be broken/ opened by the candidates on the announcement by the invigilator and the OMR Answer Sheet shall be taken out.** Do not open/break the seal before the announcement.

Side of OMR Answer Sheet will have a pre-printed Test Booklet Code like A, B, C or D. The candidates are required to check that the Test Booklet Code pre-printed on the OMR Answer Sheet is the same as printed on the Test Booklet.

**The Answer Sheet used will be of special type which will be scanned on Optical Scanner. There will be two sides of the Answer Sheet.**

**On OMR** This side of the Answer Sheet shall contains the following columns which are to be filled in neatly and accurately by the candidate with **Blue/Black ball point pen only. Use of pencil is strictly prohibited.**

Roll Number

Candidate Name

Father's Name

Centre Number

Name of the Examination Centre

Test Booklet Number

Answers

Signature of the candidate

Signature of the Invigilator etc.

#### **E. IMPORTANT INSTRUCTIONS FOR MARKING THE RESPONSES :**

Out of four alternatives for each question, only one circle for the correct answer is to be darkened Completely with blue/black Ball Point Pen. For example Question No. 008 in the Test Booklet reads as follows:


The capital city of Nepal is

Kathmanu

Dubai

Tokya

Dibrugarh

The correct response to this question is (1) Kathmandu. The candidate will locate Question No. 008 in the Answer Sheet and  darken the circle 1 as shown below:



Use Blue or Black Ball Point Pen to completely darken the appropriate circle, i.e. one circle for each entry. The answer once marked is not liable to be changed. Use of pencil is strictly prohibited.

If any candidate uses the pencil for darkening the answer sheet, his/her answer sheet will be rejected.

A light or faintly darkened circle is a wrong method of marking and liable to be rejected by the Optical Scanner.

If the candidate does not want to attempt any question he/she should not darken the circle given against the question.

Please do not fold/tear/ mutilate the Answer Sheet and do not make any stray marks on it.

#### **F. ROUGH WORK**

The candidate will not do any rough work on the Answer Sheet. All rough work is to be done in the Test Booklet itself.

#### **G. CHANGING AN ANSWER IS NOT ALLOWED:**

The candidate must fully satisfy themselves about the accuracy of the answer before darkening the appropriate circle as no change in answer once marked is allowed. Use of eraser or white/correction fluid on the Answer Sheet is not permissible as the Answer Sheets are machine gradable and it may lead to wrong evaluation for which all responsibility lies on the candidate.

**In case of any discrepancy regarding non availability of OMR Answer Sheet of any Candidate at the time of evaluation it will be presumed that the candidate has taken away the answer sheet with the test booklet and in such case the result of the candidate will be liable to be cancelled.**

The machine - gradable Answer Sheets are evaluated with extreme care and are repeatedly scrutinized. No request for re-checking, re-assessment, re-evaluation or scrutiny of OMR Answer Sheets will be entertained. No correspondence in this regard will be entertained.

## **15. COPY OF OMR ANSWER SHEET/ANSWER KEY**

The Answer Key will be displayed on the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). The Candidates can download the same from there.

### **IMPORTANT INSTRUCTIONS PRIOR TO EXAMINATION FOR CLASS C and Class D (STEGNOGRAPHER)**

1. There will be 100 questions and you will be given 90 minutes to attempt these questions.
2. The candidates are requested to follow the instructions of the "Invigilator" carefully. If any candidate does not follow the instructions / rules, it would be treated as a case of misconduct / adoption of unfair means and such a candidate would be liable for debarment from appearing for examinations for a period as decided by the Organization
3. The candidates may ask the Invigilator about their doubts or questions only before the commencement of the test. No query shall be entertained after the commencement of the examination
4. There will be No negative marking.

**REGISTRAR GENERAL**