

HIGH COURT OF JUDICATURE AT ALLAHABAD

The Uttar Pradesh Fast Track Court/Additional Court & Contractual ICT

Posts Recruitment – 2017

ADV. No. 01/Class-III/IV&Contractual ICT/2017

IMPORTANT DATES

Sl. No.	Particulars	Dates
1	Start date of Application form	12.06.2017
2	Start date for deposit of fee by the candidates	12.06.2017
3	Last date for submission of application form	03.07.2017
4	Last date for deposit of fee by the candidates	04.07.2017
5	Issue of e-admit cards	
6	Examination date	

* Candidates are advised to visit the website www.allahabadhighcourt.in regularly.

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

1. Online Application forms through www.allahabadhighcourt.in are invited from eligible Indian citizens to fill up Personal Assistant posts having fixed pay with certain terms and conditions for 212 Fast Track Courts & 38 Additional Courts in the U.P. State District Courts subordinate to the High Court of Judicature at Allahabad:

Post Code	Post Name (Class-III post)	No. of Vacancies	Fixed Payment
01	Personal Assistant	250	28,800/-p.m.

2. **Reservation:** 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 :-

Class	Percentage of Reservation
Scheduled Caste	21%
Scheduled Tribe	2%
Other Backward Classes	27%
Unreserved (General)	-----

Horizontal reservation shall be provided to the candidates entitled for the benefits as per applicable rules:-

Class	Percentage of Reservation
Women	20%
Dependents of Freedom Fighter (D.F.F.)	02%
Ex-servicemen (E.S.M.)	05%
Physically challenged	03%
Sports Person	01%

Note:

- (i) The number of vacancies may increase or decrease in numbers and category.
- (ii) Benefits of reservation will be given only to the candidates who are originally domiciled of State of U.P. The candidates who are not originally domiciled of U.P. are not entitled to get the benefits of reservation. Such candidates will be treated 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 **online application forms** for the aforementioned posts.

3. Examination Centres:- Proposed Cities for Written Examination are given as below :-

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

Note:- The candidates will be required to furnish the name of 05 District in order of priority as examination centres from the above mentioned list of examination centers in which they wish to appear in the examination. In case Examination Centre is not allotted as per choice of the candidate, he/she has to appear at the examination Centre allotted by the Selecting Authority/Authorized agency. Date, Time along with Roll Number and Venue of examination shall be informed to the candidates through e-admit cards which can be downloaded from the website www.allahabadhighcourt.in. The candidates should note that no request for change of centres will be entertained.

4. ESSENTIAL QUALIFICATIONS:

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

Post Code	Post Name (Class-III Posts)	Essential Qualification
01	Personal Assistants	<p>For Hindi Personal Assistant:- 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/NIELIT Society and 25/30 w.p.m. for Hindi/ English Typewriting on Computer.</p> <p>For English Personal Assistant:- 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/NIELIT Society and 25/30 w.p.m. for Hindi/ English Typewriting on Computer.</p>

5. EXAMINATION FEE :

Examination Fee has to be paid by the candidates is as follows :-

Category	Fee (Non-refundable)
General	Examination Fee Rs. 750/- (+ Bank Charges Extra)
Other Backward Class	
Scheduled Caste of U. P.	Examination Fee Rs. 500/- (+ Bank Charges Extra)
Scheduled Tribe of U. P.	

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

6. AGE :

(i) Every candidate for appointment by direct recruitment must have attained the age of eighteen years and not have crossed the age of forty years on the first day of the years of recruitment i. e. 01.07.2016. The candidate should not be born before 2nd July, 1976 and not born after 1st July, 1998.

(ii) Relaxation in Maximum age limit applicable to a candidate of Scheduled Castes and Scheduled Tribes, and other reserved categories shall be as per the Government Orders, issued in this behalf, as adopted by the High Court.

Relaxation in upper age limit :-

(i) The upper age limit shall be relaxable upto a maximum limit of **05** years only for the candidates belonging to Scheduled Caste, Scheduled Tribe and Other Backward Classes as notified in relation to **the State of Uttar Pradesh.**

(ii) 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** for specified games/sports in GO issued by the State Govt. and as adopted by the High Court in accordance with the rules.

(iii) 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 date and retirement/discharged date of the Service in view to calculate service duration.

(iv) The upper age limit shall be relaxable upto a maximum limit of **15** years only for the candidates belonging to **Physically Challenged** category of **the State of Uttar Pradesh.**

(v) The upper age limit shall be relaxable upto a maximum limit of **05** years only for the candidates belonging to **Dependants of Freedom Fighter** 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 paragraphs 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.

7. Nationality-- A candidate for recruitment to the above posts shall be :

(a) a citizen of India, or

(b) a subject of Sikkim, or

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

(d) a person of Indian origin who has migrated from Pakistan, Burma, Ceylon and East African Countries of Tanzania (formerly Tanganyika 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 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 may also be provisionally appointed subject to the necessary certificate being obtained by him or issued in his favour.

8. SELECTION PROCEDURE: The Selection procedure shall consist of following stages :-

(i) Off-line examination (objective Type written examination on O.M.R. Sheet)

(ii) Computer Type Test

(iii) Stenography Test

Computer Type Test : Hindi/English Computer Type Test for the post of Personal Assistant 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. The candidate will be provided a passage of 250 words, for Hindi Computer type test, to be typed within 10 minutes on computer. Similarly, candidates will be provided a passage of 300 words, for English Computer type test, to be typed within 10 minutes on computer. Mangal font will be used for Hindi Typing on computer.

Stenography Test : 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.

- Interview shall not be part of the selection process.

- A merit list for the post of Personal Assistant (Class-III) will be prepared by adding the marks of off-line examination, Hindi/English Type Test on Computer, and Stenography test and Typing Test.

9. Syllabus for Off-line examination(objective Type written examination on O.M.R. Sheet) for the post of Personal Assistant (Class-III) is as follows:

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

10. 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.

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 Stenography Test (**Test-3**).

11. Lists of Selected Candidates :

(i) A combined merit list for **Personal Assistant (Class-III)** post 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 Stenography Test (Test-3). By direct recruitment at least 1/4th posts in the Districts shall be filled by English Personal Assistants. The Selecting Authority on the basis of the aggregate of the percentage of the total marks secured in the Off-line examination (**Test-1**), the marks secured in the Hindi/English Computer Type Test (Test-2) and Hindi/English Stenography 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 Type Test and Hindi/ English Stenography 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. After the completion of the selection process, the list of the selected candidates shall be

forwarded to the District Judgeships against the notified/available vacancies.

(ii) 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.

(iii) **Duration of operation of Lists :-** After final selection list, a contract of service will be signed between the concerned District Judge and the selected candidates.

The appointment may be extended from time to time as per Rules but shall not exceed 31st of March 2020.

12. 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.

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

14. Admit Card:-

The e-admit cards will be generated and uploaded on website i.e. – www.allahabadhighcourt.in and the candidates are required to obtain the same by downloading and taking printout of the same. The candidates must note that their candidature will be strictly provisional, if they do not fulfill the eligibility criteria in all respect, their candidature will be cancelled at any stage.

In case, the candidate is not able to download the admit card for any reason, he/she must contact the Recruitment Cell of the High Court, Allahabad during working hours to obtain a duplicate admit card latest before one day (24 hours) from the date of examination. To obtain duplicate admit card, the candidate must bring print out of the online application form, two recent colored passport size photograph, duly attested by Gazetted Officer, and a valid ID-proof with photograph thereon.

HELPDESK DETAILS	
Help desk Mail ID	
Toll Free Number	
Tolled Number	

HOW TO APPLY:

A candidate will have to apply on-line for **The Uttar Pradesh Fast Track Court/Additional Court & Contractual ICT Posts Recruitment – 2017** through the link available at the Web-site <http://www.allahabadhighcourt.in>

It is necessary for the candidates to go through the below mentioned "Instructions to fill on-line application forms" and also the "General Instructions" uploaded along with advertisement before filling the on-line Application Form.

To avoid any kind of inconvenience or unforeseen difficulties, Candidates are advised to submit on-line applications without waiting the last date of submission of on-line form.

The candidates will generate and keep with them a print-out of the on-line Application

Form. He/she shall produce the print-out of the on-line Application form alongwith attested copies of documents in support of qualification and claim to caste categories etc. at the time of Computer Test or as and when directed to produce the same.

No request for withdrawal of candidature after submission of on-line application form will be entertained under any circumstances.

Before filling of the Online Application, for convenience, the Candidate should have scanned images of following documents ready (soft copy) in JPG/JPEG format only.

(a) Scanned copy of recent Colored Photograph (Max size 50KB)

(b) Scanned Signature of the candidate (Max size 20KB)

(c) A valid E-mail id and Mobile Number is mandatory for the submission of Online Application.

(Provided E-Mail id and Mobile number is advised to be kept active till the declaration of results.

High Court of Judicature at Allahabad will send important information with regards to application and examination on the registered E-Mail/Mobile number.)

Note: After submission of Application Form the particulars mentioned in the form like Name of the Candidate, Father's name, Mother's name, Date of Birth, Mobile Number, and Email Id etc. shall be considered as Final. Candidate will not be able to edit/delete any fields after submission of form.

Applications without appropriate Application Fee, required documents & information as per recruitment notifications are liable to be rejected. High Court of Judicature at Allahabad however have the right to cancel/add one or more examination cities/centers depending upon the response, administrative feasibility, or any force-major conditions etc.

Candidates are advised to fill up the online application form with the utmost care as no correspondence regarding change of details shall be entertained at any later stage.

STEPS TO BE FOLLOWED TO FILL THE ONLINE APPLICATION:

Instructions and Important Links will guide the candidate to fill the Application Form. So the candidates are advised to read them very carefully and follow them strictly.

Step 1: Candidates are first required to go to the High Court of Judicature at Allahabad website: <http://www.allahabadhighcourt.in> and click on the link "Apply Online"-

Step 2: Candidate will be directed to the web page which have following information as below:

Detailed Advertisement

How to Apply

Syllabus

FAQ

Fee Deposit Procedure

Exam City

Step 3: Candidate Registration

Candidate is required to click on hyperlink "Registration for New User" on Index Page. Now the Candidates will fill his/her below mentioned details -

Name

DOB

Gender

Email ID

Mobile Number.

by filling respective details, Click on Submit Button.

After submission of form candidate will get SMS/Email on his/her mobile no. /Email id with his/her application number. Please preserve your application no. for future use. Candidate can click on "Continue" or Log out Button.

Step 4: Fill the Application Form

Candidate is asked to click on "SIGN IN for Existing User" on index page with User ID (Application sequence number) and Date of birth (DD/MM/YYYY) as password for filling up application form, now the Candidates will be required to fill his/her

- (a) Personal Details
- (b) Qualification Details
- (c) Document Upload
- (d) Fee Details

Click on respective tabs and fill the mandatory details then click on Save & Next button to proceed for next tab. By clicking on "Preview Application" Button, a candidate can view the application form as filled by him/her. The candidate can always edit the Application Form before clicking SUBMIT Button.

After confirming and ensuring that the filled form is correct, the candidate will click on SUBMIT button.

Once submission of form is done then candidate will get SMS/Email on his/her mobile no. /Email id with his/her application number about the confirmation of Submission.

Important Note: The candidate is required to fill all the details very carefully. After submission of form candidate will not be able to edit/delete any fields.

Step 5: Payment of Application Fee -

After clicking on SUBMIT button once the application form is complete and verified by the applicant, the candidate will be redirected to another portal where he/she may select the appropriate option **OFFLINE** or **ONLINE** button to make payment.

Mode of Payment: Debit Card/Credit Card/Net Banking/Challan.

Note: Challan can be generated and submitted to any SBI Bank branch.

ONLINE PAYMENT- If candidate selects Online then applicant will be redirected to the SBI payment gateway portal where he/she can make online payments using Debit/Credit card, Net Banking.

OFFLINE PAYMENT- If candidate selects OFFLINE then applicant has to take print-out of his/her challan and submit to any SBI branch latest within 24 hours of the Form closing date.

NOTE: Download the challan and make the payment in SBI Bank Branch only.

Dated: 08.06.2017

Sd/-

I/c Registrar General