

HIGH COURT OF UTTARAKHAND, NAINITAL

OFFICE MEMORANDUM

No. 105 /I-a-72/Admin.A (Recruitment Cell)/ UHC-2022; Date: July 27th, 2022.

Applications are invited from the Assistants (now Review Officers and Asst. Review Officers), who have completed 05 years of continuous service on Class III post as on **01.07.2022**, in the prescribed format attached herewith, for selection to the **09 vacant posts of Bench Secretary, Grade-II**.

Selection to these posts shall be made **on the basis of merit**, assessed through a departmental competitive examination. Preference shall be given to candidates possessing a Law degree.

The last date for submission of application in the prescribed format is **06.08.2022**. The schedule & venue of aforementioned departmental examination shall be notified later on.

The competitive examination shall be held, in accordance with the following approved syllabus: -

01. Written Examination comprising of 01 Subjective Paper as described below:-	100 Marks
I. General Legal Awareness with special emphasis on High Court Rules 1952 (as Amended)	50 Marks
II. General Knowledge/ Current Affairs with special reference to Legal Field	15 Marks
III. Language with special emphasis on knowledge of Vocabulary in English and Hindi both	20 Marks
IV. Basic Knowledge of Computer Applications	15 Marks
02. Practical test of Computer Operations	30 Marks
03. Interview-cum-Personality Test	20 Marks

Every candidate, who obtains 40% marks, in the aforementioned Written Examination and Practical test may be considered for being called for 'Interview-cum-Personality test'.

Encl: as above

By Order of Hon'ble the Chief Justice

Sd/-
(Vivek Bharti Sharma)
Registrar General

No. 3582 /I-a-72/Admin.A (Recruitment Cell)/ UHC-2022;

Date: July 27th, 2022.

Copy forwarded for information and necessary action to:-

1. Registrar (Judicial), Registrar (Computer), Registrar (Protocol), Registrar of the Court
2. (I/c) Head Bench Secretary of the Court with a request to inform the Bench Secretaries of the Court.
3. Joint Registrars, Deputy Registrars, Assistant Registrars, Section Officers/ In-charge, Librarian, Management Officer, Protocol Officer of the Court with a direction to inform and circulate it amongst the concerned assistants in their respective sections.
4. Assistant Registrar (I.T.) with a direction to upload the aforementioned office memorandum on the website of the High Court.
5. Guard File/ Notice Board.

Registrar (Inspection) 27/7/22

HIGH COURT OF UTTARAKHAND, NAINITAL

APPLICATION FOR THE DEPARTMENTAL COMPETITIVE EXAMINATION FOR BENCH SECRETARY GR.-II - 2022

PASTE
LATEST
PASTPORT
SIZE PHOTO
OF
YOURSELF

NAME OF THE APPLICANT : _____

FATHER'S/ HUSBAND'S NAME : _____

DATE OF BIRTH : _____

DATE OF JOINING, IN THE
ESTABLISHMENT OF THE
HIGH COURT OF UTTARAKHAND : _____

TENURE OF CONTINUOUS SERVICE,
AS ASSISTANTS, CLASS - III, IN THE
HIGH COURT (AS ON dd..mm.yy) : _____

THE SECTION PRESENTLY
WORKING/ ATTACHED WITH : _____

WHETHER POSSESS
A VALID LAW DEGREE : _____

(SELF ATTESTED COPY OF DEGREE OF LAW
TO BE ENCLOSED WITH)

HAVE YOU PREVIOUSLY DEPUTED AS
BENCH SECRETARY IN THE COURT,
(IF YES, PERIOD OF SUCH DEPUTATION) : _____

DECLARATION:-

I _____ (S/D/W)/o, SRI _____ SUBMITS THAT,
THE DETAILS MENTIONED IN THE ABOVE APPLICATION FOR EXAMINATION
TO THE POST OF BENCH SECRETARY GR - II IS CORRECT, TO THE BEST OF MY
KNOWLEDGE, AND NO SUCH INFORMATION IS CONCELED, WHICH IS
RELEVANT TO THE PROCEDURE OF EXAMINATION.

DATE:

(SIGNATURE OF APPLICANT)