

HIGH COURT OF UTTARAKHAND, NAINITAL

OFFICE MEMORANDUM

No. 37/I-a-72/Admin.A (Recruitment Cell)/ UHC-2020

Date: 20th May, 2025.

Applications are invited from the Assistants (i.e. Review Officer and Asst. Review Officer), who have completed 10 years of continuous service on Class-III post as on **01.05.2025**, for selection to **‘11’ 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, attached with this memorandum is **10.06.2025 (Tuesday) till 05:00 P.M.** 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/-
(Kahkasha Khan)
Registrar General**

No. 3224/I-a-72/Admin.A (Recruitment Cell)/ UHC-2020

Date: 20th May, 2025.

Copy forwarded for information and necessary action to:-

1. Officer on Special Duty (OSD) of the Court.
2. All the Registrars & CPC/Jt. Registrar (I.T.) of the Court.
3. Registrar (High Court Cadre).
4. Head Bench Secretary of the Court.
5. 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.
6. Deputy Registrar (I.T.) with a direction to upload the aforementioned office memorandum in the website of High Court.
7. Guard File/ Notice Board.

**Sd/-
Registrar (Inspection)**

HIGH COURT OF UTTARAKHAND, NAINITAL

APPLICATION FOR THE DEPARTMENTAL COMPETITIVE EXAMINATION
FOR BENCH SECRETARY GR.-II - 2025

PASTE
LATEST
PASSPORT
SIZE PHOTO

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 01.05.2025) : _____

THE SECTION PRESENTLY
WORKING/ATTACHED WITH : _____

WHETHER POSSESS
A VALID LAW DEGREE : _____
(SELF ATTESTED COPY OF DEGREE OF LAW
TO BE ENCLOSED)

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

DECLARATION:-

I _____(S/D/W)/o, _____
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 CONCEALED, WHICH IS
RELEVANT TO THE PROCEDURE OF EXAMINATION.

DATE:

(SIGNATURE OF APPLICANT)