

HIGH COURT OF UTTARAKHAND, NAINITAL
OFFICE MEMORANDUM

No. 96

Date: 09th October, 2025.

To,

Ms. Deepti Sharma, A.R.O.

Subject: Competitive Examination for the selection to the post of Bench Secretary, Grade-II.

For the purpose of filling up vacant post of Bench Secretary, Grade-II, a competitive examination shall be conducted on **13.11.2025 (Thursday)** in the **Hall above the Library, High Court of Uttarakhand**. The schedule of the examination is as follows:

1. Written Examination (100 Marks) : 03:00 P.M. to 05:00 P.M.
2. Practical Test of Computer Operation (30 Marks) : 05:30 P.M. to 06:00 P.M.

The syllabus of the competitive examination is enclosed herewith. The date of 'Interview-cum-Personality Test' shall be notified later on.

By order of Hon'ble the Chief Justice

Sd/-
(Yogesh Kumar Gupta)
Registrar General

No. 6850/I-a-72/Admin.A (Recruitment Cell)/ UHC-2020

Date: 09th October, 2025.

Copy forwarded for information and necessary action to:-

1. P.S. to Registrar General.
2. Librarian, Assistant Registrar (Stationery) & Management Officer of the Court.
3. Deputy Registrar (I.T.) with directions to upload the aforementioned Office Memorandum on the website of the High Court.
4. Concerned Official of the Court.
5. Guard File/Notice Board.

By Order,

Sd/-
Registrar (Inspection)

Syllabus of Competitive Examination for the Post of Bench Secretary Grade-II

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