

**HIGH COURT OF JUDICATURE AT ALLAHABAD**

**THE UTTAR PRADESH CIVIL COURT STAFF CENTRALIZED RECRUITMENT : 2018-19**

**Advertisement for Stenographer Gr.-III post**

**Advt. No. 02/Sub. Court /Stenographer/2018**

**Details of post :**

| Post Code No. | Name of Post ('C' Cadre Posts)      | No. of Vacancies | Pay Scale                              |
|---------------|-------------------------------------|------------------|--|
| 01            | Stenographer Gr.-III (Category 'C') | 401              | Rs.5200-20200/-<br>Grade Pay Rs.2800/- |

**Note :- (i) The number of vacancies may increase or decrease in numbers.**

**(ii) Candidates are required to submit online application form for the above post.**

**Time Schedule**

| Sl. No. | Particulars                                 | Dates                    |
|---------|---|--------------------------|
| 1       | Period for submission of Application Form   | 06.12.2018 to 26.12.2018 |
| 2       | Period for deposit of fee by the candidates | 06.12.2018 to 27.12.2018 |

- The candidates are advised to visit the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly for updated information.
- No certificate/marks sheet are required to be attached with online application forms.
- Candidates must possess required essential qualifications for the above post on the last date of submission of online application form.

**1. Online Application :-** Online applications are invited through [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) from the eligible Indian citizens who fulfill the following essential qualifications and other eligibility conditions for the following post of Stenographer Gr.-III through direct recruitment under centralized recruitment 2018-19, in the U.P. State District Courts subordinate to the High Court of Judicature at Allahabad.

**(i) Essential Qualifications :-** The applicant must possess minimum essential qualification for the post on the last date of submission of online application form :

| Post Code No. | Category ('C' Cadre Posts) | Essential Qualification   |
|---------------|----------------------------|---|
| 01            | Stenographer Gr.-III       | <b>For Hindi Stenographers :-</b> 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.<br><br><b>For English Stenographers :-</b> 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. |

**2. Reservation :-** Vertical reservation to the reserved category candidates of Scheduled Castes, 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.

- Reservation shall be implemented by the District Judges at their end.
- For applicability of rules of reservation every Judgeship shall be treated as one unit.
- Applicable reservation for reserved category classes is as follows :-

| 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 at the end of the District Judges :-**

| Class                                  | Percentage of Reservation |
|--|---------------------------|
| Women                                  | 20%                       |
| Dependants of Freedom Fighter (D.F.F.) | 02%                       |
| Ex-servicemen (E.S.M.)                 | 05%                       |
| Physically Challenged                  | 03%                       |
| Sportsmen                              | 01%                       |

**Note :- (i)** 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.

**(ii)** 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 as adopted by the High Court for specified games/events.

**(iii)** The candidates claiming reservation/age relaxation in more than one category will be entitled to only one concession whichever is more beneficial to them.

**(iv)** It is important to note that only such candidates be considered for selection who participate in all stages of the examination including Hindi/English Computer Type Test and Hindi/English Stenography Test. No exemption shall be granted to any candidate including that of P. H. category from appearing in any stage of examination for reasons whatsoever. Use of scribe or extra time to P. H. candidates in the examinations/tests shall not be admissible. No examination material shall be provided in Braille Script.

**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      | Chitrakot    | 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 :- (i)** The candidates will be required to furnish the name of 05 District in order of priority as examination centres from the above mentioned cities. 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.

**(ii)** The 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-majeure conditions etc.

**(iii)** Date, Time alongwith 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](http://www.allahabadhighcourt.in). The candidates should note that no request for change of centres will be entertained.

**(iv)** Examination centre for the candidates found eligible for appearing in Stage-II and Stage-III examination will be communicated after the declaration of result of Stage-I examination.

**(v)** The candidates will not be permitted to enter the examination centre after the commencement of the examination. The candidates are advised to read the instructions on the admit card carefully and follow them during the conduction of the examination.

**4. Examination fee :-** The examination fee for the recruitment to be paid by the candidate is as follows :

| Category                | Fee (Non-refundable)                                |
|-------------------------|---|
| General                 | Examination Fee Rs. 500/-<br>(+ bank charges extra) |
| Other Backward Class    |   |
| Scheduled Caste of U.P. | Examination Fee Rs. 400/-<br>(+ 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 the post applied.**

**5. 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 year of recruitment i. e. 01.07.2018. The candidate should not be born before 2<sup>nd</sup> July, 1978 and not born after 1<sup>st</sup> July, 2000.

**(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 Castes, Scheduled Tribes 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 G.O. 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 :- (i)** The candidates should make sure that relevant certificate is issued by the competent authority in prescribed format for relaxation in upper age limit as mentioned in above paragraph and they will have to produce the same as and when called for.

(ii) The 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 post 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 1<sup>st</sup> 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 Tanganayika 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.

**7. Selection Procedure :-** The selection process shall include the following three stages :-

(i) **Stage-I (Written Examination)** : There will be one common offline written examination (objective type on OMR sheet) which consists of 100 objective type questions. Five candidates in order of merit of Stage-I (Written Examination) shall be shortlisted category/sub-category wise against each notified vacancy for appearing in Stage-II (Computer Type Test) and Stage-III (Stenography Test) tests at a later date.

(ii) **Stage-II (Computer Type Test)** : Hindi/English Computer Type Test for the post of Stenographer Gr.-III shall be held on the date to be notified after the declaration of the result of Stage-I (Written Examination). The candidates will be provided a passage of approximately 250 words for Hindi Computer Type Test, to be typed within 10 minutes on computer corresponding to 9000 KDPH on an average of 5 key depressions for each word. Similarly, the candidates will be

provided a passage of 300 words, for English Computer Type Test, to be typed within 10 minutes on computer corresponding to 10500 KDPH on an average of 5 key depressions for each word. **Only Inscript Keyboard layout (on Mangal Font) will be used for Hindi Computer Type Test on computer. The test shall be conducted in online mode on Computer and contents shall be provided on the Computer Screen.**

(iii) **Stage-III (Stenography Test)** : For Hindi Stenography Test, the candidates will be given a text of 400 words (with a speed of 80 w.p.m.) in Shorthand dictated in 5 minutes by the dictator. The candidate would have to transcribe the dictated matter with the speed of 30 w.p.m. on computer within 30 minutes. Similarly, for English Stenography Test, the candidates will be given a text of 500 words (with a speed of 100 w.p.m.) in Shorthand dictated in 5 minutes by the dictator. The candidates would have to transcribe the dictated matter with the speed of 40 w.p.m. on computer within 30 minutes.

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

(v) A combined merit list for the post of Stenographer Gr.-III will be prepared on the basis of marks obtained by the candidates in offline written examination, Hindi/English Computer Type Test and Stenography Test.

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 the Chief Justice of High Court from time to time.

**8. Syllabus for common offline written examination (on OMR sheet) for the post of Stenographer Gr.-III :-**

| <b>Stage-I : Written Examination</b><br>(Time 90 Minutes)  | <b>Subjects</b> |                 | <b>Maximum marks</b>   |
|--|-----------------|-----------------|--|
| Examination will carry 100 questions   | (A)             | Hindi           | <b>100 marks</b>   |
|  | (B)             | English         |  |
|  | (C)             | General Studies |  |
|  | (D)             | Mathematics     |  |
| <b>Stage-II : Hindi/English Computer Type Test</b><br>25/30 words per minute for Hindi/English typewriting on computer.  |                 |                 | <b>25 marks</b><br>(for Hindi Typing)<br><br><b>25 marks</b><br>(for English Typing) |
| <b>Stage-III : Hindi/English Stenography Test</b><br><b>For Hindi Stenographers :-</b> 80 w.p.m. in Shorthand in Hindi and 30 w.p.m. in Typing in Hindi on computer.<br><br><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>  |

- There shall be no negative marking for wrong answers in Stage-I Written Examination.
- 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 Stage-I (Written Examination), Stage-II (Hindi/English Computer Type Test) and Stage-III (Hindi/English Stenography Test).

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

#### **10. Lists of Selected Candidates :-**

(1) A combined merit list for Stenographers Gr.-III post shall be prepared on the basis of marks obtained by the candidates in Stage-I (Written Examination), Stage-II (Hindi/English Computer Type Test) and Stage-III (Hindi/English Stenography Test). 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 Stage-I (Written Examination), the marks secured in the Stage-II (Hindi/English Computer Type Test) and Stage-III (Hindi/English Stenography Test) 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 Hindi/English 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. If the selected candidates could not be offered the post/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.

**11. 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.

**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 women who has married a man already having another wife, shall be eligible for appointment.

**14. Admit Card :- No Admit Cards will be sent by post.** The candidates are required to download and take printout of e-admit cards for all the stages of examination/test from Allahabad High Court website <http://www.allahabadhighcourt.in>. 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 of examination/test.

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 coloured passport size photograph duly attested by a Gazetted Officer and a valid Id-proof with photograph thereon.

## **HOW TO APPLY/ FEE DEPOSIT PROCEDURE**

**Important Note :-** Candidates will have to apply online 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 application form 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 document in support of qualification and claim to caste, categories etc. at the time of documents verification or as and when asked. Failure of producing these qualifying documents at the time of document verification in original will result in automatic rejection of candidature. No request for withdrawal of candidature after submission of on-line application form will be entertained in any circumstances.

### **INSTRUCTIONS FOR FILLING UP ONLINE APPLICATION FORM**

Candidates applying 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 up of Online Application, for convenience, the Candidate should have scanned images of following documents in CD/DVD/Pen drive with file size of 80 KB (maximum) for Photograph and 50 KB (maximum) for Signature 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 Online Application Form. A valid **E-mail id** and **Mobile Number** is mandatory for the submission of Online Application.

**This E-mail id and Mobile Number should be kept active till the declaration of final results. High Court of Judicature at Allahabad will send important information with regard to application and examination on this registered E-Mail/Mobile Number.**

Please note that after submission the particulars mentioned in the Online Application Form in each stage including *Name of the Candidate, Post Applied, Caste Category, Date of Birth, Address, Email-ID, and Mobile No.* etc. will be considered as final. After the submission of the online application, candidate will not be able to edit/delete any fields of the Application Form.

**Application Forms received without appropriate Application Fee, required documents and information as per recruitment notification/ advertisement is liable to be rejected. High Court of Judicature at Allahabad, 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-majeure conditions etc.

Candidates are hence requested to fill up 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 up the Online Application Form. Please read them carefully and follow them strictly.

(i) Candidates are required to apply online through website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) only. No other means/mode of application will be accepted.

(ii) Candidates are required to have a valid personal e-mail Id. It should be kept active during the recruitment process. In case a candidate does not have a valid personal e-mail Id, he/she should create his/her a new e-mail Id before applying online.

(iii) Candidates are first required to go to the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) and click on the link '**RECRUITMENT**'.

(iv) He/she should thoroughly go through the vacancy notification/ advertisement first to let him/her know the eligibility, age criteria, selection procedure etc.

(v) Candidates are required to fill the Registration Form wherein basic details of the candidates will be filled, then only the **Login Id** and **Password** (Date of Birth in **DDMMYYYY** format) will be displayed on the computer screen and also sent to Registered Mobile Number. Candidates are required to preserve the same till the final result are declared.

(vi) Candidate may then **Proceed to fill the Application Form** and should provide all the details like his/her age, personal details, educational qualification etc. for completing the application process or can **Exit** and login again to fill the application form later.

(vii) Candidates will have to upload scanned copy **(a) Recent Colored Photograph (b) Signature**. The size of these scanned Photograph should be less than 80 KB and signature should be less than 50 KB.

(viii) All the candidates who have completed and submitted the application form, shall be provisionally allowed to appear in examination on the basis of their particulars provided in the application form (which does not necessarily mean eligibility). Complete particulars regarding eligibility will be scrutinized subsequently. If at any stage, it is found that the information furnished on the online application is false/fake/misinterpreted/incorrect or does not satisfy the eligibility criteria for the post applied, their candidature are liable to be cancelled, even after appearing in the examination, in addition to any other legal action as may be deemed fit by the **Allahabad High Court**.

### **IMPORTANT POINTS FOR PAYMENT OF APPLICATION/PROCESSING FEE**

Application/ Processing Fee can be paid through ATM cum Debit Card of any bank/ Credit Card of any bank /Net Banking through any bank /UPI to make the online payment.

**Note :- (i)** Candidates can submit his/her application fees only after 24 hours of



filling/submission of application form and your payment will be reflected on your application form in next 48 hours.

(ii) At the time of fee payment on SBI page, please select correct Category (UR/OBC/SC/ST) as per advertisement and then enter your seven-digit login Id and click on submit button, then verify your details and proceed for final payment.

(iii) Bank charges (applicable as per bank norms) in addition to the application/processing fee shall be borne/paid by the candidates.

(iv) Application/ processing fee, once paid will neither be refunded /transferred nor can be held in reserve for any other future selection process.

(v) Challan, Demand Drafts, Cheques, Money Orders, Postal Orders, Pay Orders, Banker's Cheques, Postal Stamps, etc., **will not be accepted**, towards application fee.

### **IMPORTANT NOTES**

1. Please fill your application form carefully.
2. Take care to upload the right documents at right place as mentioned in the application form.
3. Only latest colored photograph to be uploaded.
4. Make a note of important dates. The candidates are advised to apply early to avoid last minute rush/jam/network problems.
5. Candidates should keep at least 6 numbers of same LATEST Photograph in reserve for future use, which they have uploaded in the application form.
6. Court of jurisdiction for any dispute will be at Allahabad.
7. Candidates must remain in constant touch with the official website of Allahabad High Court [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) for important information and guidelines.
8. High Court of Judicature at Allahabad reserves rights to modify/rectify the error that might have inadvertently crept in. However, Allahabad High Court does not owe any responsibility for error committed by candidate.
9. Canvassing in any form will disqualify the candidate.
10. Mobile phones/Communication devices/gadgets, electronic watches & calculators etc. are not permitted in the Examination Hall.

**N. B. :-** In case of any discrepancy in advertisement published in various newspapers etc., the content as put on the official website of Allahabad High Court [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 authority /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.

**TECHNICAL SUPPORT**

***For any Technical Support candidate may contact the following HELPDESK nos. and E-mail ID during any working days (Monday to Saturday) between 09.00 A.M. to 06.00 P.M.***

| <b>HELPDESK details (available from 09.00 A.M. to 06.00 P.M.)</b> |                             |
|---|-----------------------------|
| <b>Toll free Number</b>   | 18001805644                 |
| <b>Tolled Number</b>  | 9453827203                  |
| <b>E-mail id</b>  | steno.ahchelpdesk@gmail.com |

**Dated : 05.12.2018**

**Sd/-  
(Mayank Kumar Jain)  
Registrar General**

**GENERAL INSTRUCTIONS/CONDITIONS**

1. The candidates are advised to go through the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly for the latest update and information.
2. The candidate is required to go through the 'General Instructions/Conditions' and 'steps to be followed to fill the online application forms' before filling the online application form.
3. The High Court does not advise to candidates about their eligibility. Therefore, they should carefully read the Advertisement and when satisfied about the eligibility conditions of the advertisement, then only apply.
4. It is to be noted that if a candidate has been allowed to appear in the examination/test, it does not imply that the candidate's eligibility has been verified. It does not vest any right with a 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 on the last date for submission of application form.
5. 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 candidates 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 reason/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.
6. The candidates are required to submit only online application form in the prescribed format through the link available on website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in). The opening date for submission of application form is 06.12.2018 and closing date shall be 26.12.2018.
7. The candidates are required to deposit the prescribed fee only through ATM cum Debit Card of any bank/Credit Card of of any bank/Net Banking through any bank/UPI.
8. The candidates should mention his/her name and Date of Birth in the Application Form as per the High School Examination Certificate or Equivalent Examination Certificate. No subsequent request for its change will be considered or granted. The candidates are required to mention five options of examination centres in order of their preference for allotment of examination centres.
9. The candidates should keep two printouts of the duly filled online application form submitted by them, for their record and for future reference.
10. 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 Govt., shall have to produce NOC as and when called for.
11. A male candidate who has more than one wife living or a female candidate who has married a person already having a wife living shall not be eligible for recruitment to the establishment.
12. The candidates shall produce certificates, issued by competent authority, in support of claiming reservation, categories and caste on prescribed proforma as per rules applicable thereto. 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/discharged 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 in prescribed format issued by the Competent medical authority/Board indicating physical disability not less than 40%. Physically challenged persons shall be provided reservation against the earmarked post in the District Judgeship subject to his suitability for the post. Sport persons 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. 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 for specified games/events. Reservation shall be implemented by the District Judges on vacancies furnished by them.
13. The candidates are required to keep with them at least one identity proof (Photo- Identity Card viz. Aadhar Card, Id Card issued by College/University, Voter ID Card, Driving License, Passport, PAN Card, Bank's Passbook copy with photograph thereon) and shall produce the same on demand at the time of examination at centre. Mobile phones, pagers, bluetooth, calculator or any other communication devices are not allowed inside the premises where the examination is being conducted. Any infringement of these instructions shall entail disciplinary action including ban from future examinations. Canvassing in any form and use of unfair means during the examination/test will disqualify the candidature of the applicant.
  14. The venue, date and time of the examination/test alongwith Roll Number will be intimated through e-admit cards. The computer shall be provided to the candidates appearing in computer type test by the High Court/Authorized agency at the test centres.
  15. (i) The Hon'ble Selection Committee reserves right to alter the number of vacancies, modify/rectify examination process and fixing the minimum cut off marks at any stage of the examination process without assigning any reason thereof.  
(ii) The decision of Hon'ble Selection Committee shall be final in all matters relating to eligibility, acceptance or rejection of the applications, penalty for false information, mode of examination process, allotment of examination centers, selection and appointment on the posts etc.  
(iii) The Hon'ble Selection Committee reserves right to correct the error that might have inadvertently crept in. However, it does not owe any responsibility for error committed by the candidate.
  16. The vacancies calculated and indicated in the advertisement are subject to change.
  17. The result shall be displayed on the official website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) and information with regard to the next stage of examination shall be made available on the aforementioned website in due course of time. **The Candidates are advised to go through the website [www.allahabadhighcourt.in](http://www.allahabadhighcourt.in) regularly for updated information.**
  18. Instructions are to be complied with strictly by the candidates in the examination. No T.A./D.A. shall be given to the candidates for appearing in the examination/test.
  19. High Court shall not be responsible for any loss/injury caused to the candidates during their participation in the examination.
  20. Information uploaded on the website shall not be provided to the candidate under R.T.I. Act 2005, read with Allahabad High Court (Right to Information) Rules, 2006. 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. In due course of recruitment examination, in midway of process neither any application under Right To Information Act, 2005 shall be entertained nor information shall

- be provided. Factual information under R.T.I. Act shall be provided only after declaration of final result. Reply of inferential (speculative) question shall not be provided.
21. Marks scored by all the candidates appeared in the recruitment examination along with category/sub-category wise cut off marks for the aforementioned post shall be uploaded on the official website of Allahabad High Court (allahabadhighcourt.in) after the declaration of final results.
  22. In case it is detected at any stage of recruitment that the candidates don't fulfill the eligibility norms and/or that they have suppressed/twisted or truncated any material facts, their candidature shall stand cancelled without giving any notice to the candidate. If any of these shortcomings is detected even after appointment, their services shall be liable to be terminated and he/she shall be liable for criminal proceedings.
  23. The character of a person for direct recruitment to the service must be such as to render him suitable in all respect for appointment to the service. Persons dismissed by the Union Government or by a State Government or by a Local Authority or a Government Corporation owned or controlled by the Central Government or State Government will be deemed to be ineligible for the appointment.
  24. No person shall be recruited unless he/she be in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his official duties. Before a candidate recruited directly is finally approved for appointment, he shall be required to produce a medical certificate of physical fitness.
  25. No recommendation either written or oral will be taken into consideration. Any attempt on the part of a candidate to enlist support directly or indirectly for his candidature by other means will disqualify him for appointment.

**Sd/-**  
**(Mayank Kumar Jain)**  
**Registrar General**  
**05.12.2018**