

High Court of Judicature at Allahabad

ADDITIONAL PRIVATE SECRETARY POST EXAMINATION 2017

FREQUENTLY ASKED QUESTIONS

Q1. Who can apply?

A1. All eligible Indian national, kindly refer to Advertisement for detailed eligibility criteria.

Q2. What are the details of Vacancies, Essential qualifications, Age limit and Pay scale to apply for both the Posts?

A2. Please refer to Advertisement.

Q3. How to submit Application fee and what are the bank details?

A3. Please refer to "HOW TO APPLY".

Q4. Can data once entered be edited?

A4. Data (Like: **Post Applied, Applicant name, Father Name, Mother Name, Date of Birth, Mobile No, Email Id**) entered cannot be edited after submission of Application form.

Q5. Are Correspondence courses acceptable?

A5. Yes, Correspondence courses from recognized University, Institute are acceptable. **You must have your Graduation Certificate/ Mark-sheet with you before last date of filling Application Form.**

Q6. Where to contact in case of doubts, inquiries.

A6. IF YOU REQUIRE ANY INFORMATION RELATED TO RECRUITMENT, CALL ON The Tolled Number: 9119801901 **and** mail to **apsupahc2017@gmail.com**. THE PHONE NUMBER IS AVAILABLE from 09:00AM to 06:00PM (Monday to Saturday ONLY).

Q7. What is the website's name and where can the link be found?

A7. Candidates are advised to visit website <http://allahabadhighcourt.in> and **click on the link of the Post to be applied** and follow the instructions carefully given therein step by step, for completing and submission of Application Form.

Q8. What is the postal address for sending the Application Form & other documents?

A8. No need to send Application Form & other documents by post.

Q9. What is the form submission Fee?

A9. As given below:

Category	Fees
General	Rs. 750/- +bank transaction charges as applicable
Other Backward Class	Rs. 750/- +bank transaction charges as applicable
Scheduled Caste of U.P.	Rs. 500/- +bank transaction charges as applicable
Scheduled Tribe of U.P.	Rs. 500/- +bank transaction charges as applicable

Q10. How many Vacancies are there for various Posts?

A10. Please refer to Advertisement

Q11. What are the mandatory fields to be filled in the form?

A11. All fields are mandatory.

Q12. What is the salary structure?

A12. Please refer to Advertisement.

Q13. What is the minimum Educational Qualification Criteria?

A13. Bachelor's Degree from a recognized University or qualification equivalent thereto.

Good Knowledge of –

English Shorthand having a minimum speed of 100 Words per Minute; and

English Typewriting having minimum speed of 40 Words per Minute.

Candidates must possess Good Knowledge of English Shorthand and typewriting with minimum speed of 100 and 40 words per minute, respectively.

Provided further that knowledge of Data Entry, word processing and Computer Operation would be an essential qualification

Q14. Is the Soft copy of the Minimum Qualification, Reservation documents need to be uploaded at the time of filling the Online Application form?

A14. No, the Soft copy of the Minimum Qualification, Reservation documents needs **NOT** to be uploaded at the time of filling the Online Application Form.

Q15. Which are the cities in which examination will be conducted?

A15. Examination will be conducted on **Allahabad**.

High Court of Judicature at Allahabad has right to add or remove cities based on candidate count, Administrative reasons.

Q16. What are the important dates?

A16. Given below:-

IMPORTANT DATES		
Sl. No.	Particulars	Date
1	Start date for submission of Application form	31/10/17
2	Start date for deposit of fee by the candidates	31/10/17
3	Last date for submission of application form	14.11.2017 Upto 23:59 Hrs
4	Last date for deposit of fee(through Challan) by the candidates	15.11.2017 Time-05:00 p.m.

Q17. How admit card will be generated?

A17. The admit card can be downloaded from the website: <http://allahabadhighcourt.in> through the login ID and password (DOB in DDMMYYYY Format).

Q18. Will the traveling allowance (TA) be provided for going to the examination center?

A18. No, traveling allowance (TA) will **NOT** be provided for appearing in the examination center.

Q19. How can candidate get to know that his, her form is successfully submitted?

A19. After submission of Application Form with Payment Transaction ID and Transaction Date will be Auto populated in the Fee Submission Tab.

Q20. Are candidates allowed to apply in case of awaited final year Marksheet/Certificate?

A20. Candidates whose results are awaited can apply, **although such candidates must have completed their degree on 31 Octobe 2017.**