

High Court of Judicature at Allahabad

ADDITIONAL PRIVATE SECRETARY POST EXAMINATION 2017

HOW TO APPLY

A candidate will have to apply on-line only through the link available on the website <http://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 Page 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 documents in support of qualification and claim to caste categories etc. at the time of Document Verification or as and when asked.

No request for withdrawal of candidature after submission of on-line application form will be entertained under any circumstances.

Instructions for filling up on-line application form:

Candidates applying are required to apply online ONLY through the official website <http://allahabadhighcourt.in>. Application will NOT be accepted by any other mode.

Before the filling of the Online Application, for convenience, the Candidate should have scanned images of following documents in CD/DVD/Pen drive with file size mentioned for each document in JPEG format only.

**Mandatory: (a) Recent Colored Photograph (Size: 80KB)
(b) Signature of the candidate (Size: 50KB)**

The above documents in soft copies will be required for uploading and final submission of your Online Application. A valid **E-mail id** and **Mobile Number** is mandatory for the submission of your Online Application.

This E-Mail id and Mobile number should be kept active till the declaration of results. Allahabad High Court will send important information with regards to your application and examination on this registered E Mail/Mobile number.

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

Applications received without appropriate Application Fee, required documents & information as per recruitment notification are liable to be rejected.

Candidates are hence requested to fill in 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 the Application Form. Please read them carefully and follow them religiously.

1. Candidates are required to apply online through website <http://allahabadhighcourt.in> only. No other means/mode of application will be accepted.
2. Candidates are required to have a valid personal e-mail ID. It should be kept active during the currency of this recruitment process. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online. Under no circumstances, he/she should share/mention e-mail ID to/of any other person.
3. Candidates are first required to go to the website <http://allahabadhighcourt.in> and click on the link "**ADDITIONAL PRIVATE SECRETARY POST**".
4. He/she should thoroughly go through the vacancy notification first to let him/her know the eligibility, age criteria etc.
5. Candidates are required to fill the Registration Form wherein basic details of the candidates will be filled post which the **Login ID** and **Password**(Date of Birth in **DDMMYYYY** Format) will be sent to Registered Mobile Number and Email ID. Candidates are required to preserve the same till the result is declared.
6. Candidate may then **proceed** to the Application Form and fill up all the details relating to his age, personal details, and educational qualification etc. post completing the registration process or can logout and login again to fill the application form.
7. Candidates will have to upload scanned copy **(a) Recent Colored Photograph (b) Signature**. The size of these scanned copies should be within 80Kb for Photograph and 50Kb for Signature and in jpeg files only.
8. All the candidates who, have completed and submitted the form with payment, shall be provisionally allowed to appear in Written OMR based test 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 other any action as may be deemed fit by High Court of Judicature at Allahabad.

9. Important Points regarding payment of Application/ processing fee :

i) On Line Payment : Application/ Processing Fee can be paid through ATM cum Debit Card of any bank/Credit Card of any bank/Net Banking through any bank to make the online payment through State Bank of India (SBI) I-Collect Module and Other Banks Payment Module also .

ii) Off Line Payment : Download the preprinted Challan form for depositing application / processing fee through State Bank of India(SBI) I-Collect module and make the cash payment in any State Bank of India (SBI) branches only during bank working hours.

iii) Bank charges in addition to the application / Processing Fee shall be born/ 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) 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 CAREFULLY.
2. TAKE CARE TO UPLOAD THE RIGHT DOCUMENTS AT RIGHT PLACE AS MENTIONED IN THE APPLICATION FORM.
3. ONLY LATEST COLOURED 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 Allahabad High Court website: <http://allahabadhighcourt.in> for important information and guidelines. The eligible candidates, whose applications are available on the Master list, & do not receive the admit card for On-line examination in time, may check the status of their application and also download the admit card through Allahabad High Court Website only: <http://allahabadhighcourt.in> as per schedule & instructions notified on Allahabad High Court website: <http://allahabadhighcourt.in>.
8. Allahabad High Court reserves rights to modify/rectify to correct 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 advertisements published in various newspapers etc. the content as put on Allahabad High Court website: <http://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 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. 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.