

# HIGH COURT OF UTTARAKHAND, NAINITAL

## Office Memorandum

No. 60

Date: 05.07.2023

In suppression of O.M. No. 24 dated 24.03.2022, applications are invited for three '03' vacant posts of **Public Relation Assistant**, as prescribed in Rule 8(a) of Allahabad High Court Officers and Staff (Conditions of Service and Conduct) Rules 1976, (as applicable to High Court of Uttarakhand), from amongst the regular Class-IV employees of the Court:-

- (a) Who have completed **05 years** of continuous regular service as on dated **30.06.2023**.
- (b) Who are **Graduate** under (10+2+3) pattern of education from a university established by law in India or qualification recognized as equivalent thereto.
- (c) Who have Basic Knowledge of Computer Applications.
- (d) Who possess Inter-Personal Communication Skills.

Those who are willing to be considered for promotion to the posts of Public Relation Assistant, may submit their application along with the desired self-attested copies of their latest educational qualifications as mentioned below:-

- High school (Marks sheet & Certificate),
- Intermediate (Marks sheet & Certificate),
- Graduation (Marks sheet of each year & Degree/ Provisional Degree).
- Any other additional qualification like computer degree/diploma/certificate in computer applications or any other relevant documents, if possessed.
- **The last date of submission of application along with the desired latest Self-attested photocopies of testimonials in the Recruitment Cell is 20.07.2023.**
- The syllabus of Written Test and Practical Test of basic knowledge of computer application is attached herewith.
- The question papers of the examination shall be in bilingual language, i.e. both in Hindi and in English.

*Contd.*

- The promotion to the post of Public Relation Assistant shall be made as per Rule 8(a) (vii) of the said Rules, 1976 in order of:
  - (i) The aggregate marks obtained in appraisal of service records **(25 Marks)**;
  - (ii) The Written Examination shall be of **15 Marks**, consisting of 20 Multiple Choice Questions of 0.5 Marks each i.e. 10 Marks and 05 Subjective Questions of 1 Mark each i.e. 5 Marks;
  - (iii) The Practical Test shall be of **20 Marks**; &
  - (iv) Inter-personal communication skills assessed by an interview **(40 Marks)**. **(Total 100 Marks)**
- Considering above, the **cut-off of the aggregate marks** of the candidate will be **50%** for the aforementioned promotional exercise.

By the Order of  
Hon'ble the Chief Justice

**Sd/-**  
(Anuj Kumar Sangal)  
Registrar General

No. **3532** /UHC/Admin.A(Recruitment Cell)/Promotion; Date:- **05<sup>th</sup>** July, 2023  
Cc. to:

1. Registrar (Judicial), Registrar (Protocol), Registrar of the Court & O.S.D./C.P.C.
2. Joint Registrar of the Court.
3. Assistant Registrar & Management Officer, Management Section, with a request to circulate the same amongst all the regular Class-IV employees of the establishment of the High Court.
4. Deputy Registrar (I.T.) with a request to upload the aforesaid Office Memorandum in the web site of the High Court of Uttarakhand, Nainital for wider publication.
5. P.S./P.A. to Registrar General
6. Guard File/ Notice Board.

By Order:

  
Registrar (Inspection)  
5/7/23

# SYLLABUS

## Public Relation Assistant Examination - 2023

### Basic Knowledge of Computer Application

#### **[A] Written Test** (Total Marks: 15)

1. **Basic Concepts:** Introduction to Computers, Hardware, Software, Input Devices, Output Devices, Memory and Storage Devices, Central Processing Unit and Software.
2. **Operating System:** Basic features of Windows, Booting, Shutdown, and Standby Options and Start Menu.
3. **Software:**  
**MS-Word:** Word Processing concepts, working with Word Document, Opening, Closing and saving options, Editing & Formatting Text, Bullets and Numbering, Tables & Printing documents.  
**MS-Excel and MS-Power point:** Basic Features.
4. **Internet:** Basics of Computer network and Internet, working with Internet, Web Browsers, World Wide Web (WWW), Uses and Application of Internet, Chatting, Wi-Fi, Video conferencing.  
**Email:** E-mail account and its uses, Password.
5. **System Security:** Basic knowledge of Virus and Anti-Virus.

#### **[B] Practical Test** (Marks: 20)

Basic Knowledge of Computer Application and English typing.