



Ministry of Education
Government of India



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment



Conducted by:

NATIONAL TESTING AGENCY (NTA)

(An Autonomous Organization under the Department of Higher Education, Ministry of Education, Government of India)

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New Delhi-110020**

GENERAL PROCEDURES/GUIDELINES/INFORMATION

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Date: 12th March 2026

**Sd/-
Director**

National Testing Agency

**Sd/-
Registrar General**

Hon'ble High Court of Judicature at Allahabad

PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026

ADVERTISEMENT

Advertisement No.: 01/Private Secretary Grade-I/2026

Dated: 12th March 2026

IMPORTANT INFORMATION AND DATES AT A GLANCE

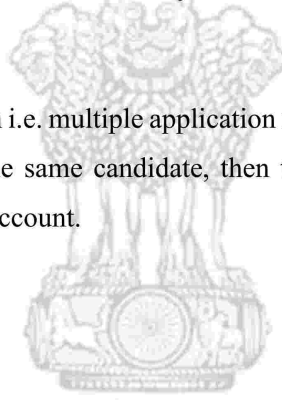
Particulars		Relevant Time Lines
Online Registration and submission of Application Form (complete in all respect) for the post of Private Secretary Grade-I through Website: https://exams.nta.nic.in/allhcre/ and www.allahabadhighcourt.in		12th March 2026 to 1st April 2026
Last date for successful transaction of application fee prescribed below		2nd April 2026
* Application Forms are submitted in ONLINE Mode only. Please refer to Clause 1.3.		
Fee Payable through: State Bank of India		
Name of Examination	General (Unreserved)/ OBC	SC/ ST / E.W.S (of Uttar Pradesh)
Private Secretary Grade-I Recruitment Examination-2026	Rs. 1900/-	Rs. 1700/-
Note: (1) Candidates seeking horizontal reservation shall have to pay fees according to their original Category (Vertical category) Applicable service/processing charges over and above the Application Fee, are payable by the candidate to the Bank concerned. The detailed guidelines regarding fee payment may be seen at Chapter-11 .		
Duration for correction in the particulars of an application form (Online only)	3rd April 2026 to 4th April 2026	
Downloading of Admit Card by the Candidate (Online only) From - https://exams.nta.nic.in/allhcre/ or Through www.allahabadhighcourt.in	To be announced later through Public Notice on official website.	
Display of provisional answer keys on website for inviting objections	To be announced later through Public Notice on official website.	
Declaration of Result	To be announced later through Public Notice on official website.	
Mode of Examination	Computer Based Test (CBT)	
Date, Time & Examination Center	Will be mentioned in Admit Card	
Relevant Website(s)	www.allahabadhighcourt.in and https://exams.nta.nic.in/allhcre/	

*The Candidate is required to go through the 'Advertisement and Instructions Guidelines' carefully before filling up the On-line Application Form.

Chapter-1

INTRODUCTION

- 1.1 Online Applications are invited from citizens of India and candidate of other countries recognized by Government of India, for filling up the Post of Private Secretary Grade-I in the Establishment of The Hon'ble High Court of Judicature at Allahabad under **THE ALLAHABAD HIGH COURT PRIVATE SECRETARIES (CONDITIONS OF SERVICE) RULES, 2001** (as amended from time to time) and Orders as issued by Hon'ble The Chief Justice from time to time in this regard.
- 1.2 **A Replica of the Online Application Form is enclosed as Annexure-I.**
- 1.3 Candidate can apply for the post of Private Secretary Grade-I through **"Online" mode only.**
- 1.4 The Application Form in any other mode shall not be accepted.
- 1.5 **ONLY ONE APPLICATION** is to be submitted by a candidate applying for the post of Private Secretary Grade-I.
- 1.6 In case of more than one application i.e. multiple application forms for the post of Private Secretary Grade-I are submitted by a single and the same candidate, then the last application form submitted by such candidate shall only be taken into account.



Chapter-2

VACANCIES

2.1. Number of Vacancies for the post of Private Secretary Grade-I in the Establishment of The Hon'ble High Court of Judicature at Allahabad is as determined by The Hon'ble Court and mentioned below, which may increase or decrease.

Name of Post	No. of Vacancies	Pay Scale	Essential Qualifications
PRIVATE SECRETARY GRADE-I	195	Level 10 (Rs.56100-177500) (As per 7 th Pay Commission)	1. Bachelor's Degree from a University established by Law in India, OR A Qualification recognized as equivalent thereto. AND 2. Good Knowledge of English Shorthand and typewriting with minimum speed of 100 and 40 words per minute, respectively. AND 3. Knowledge of Data Entry, Word Processing and Computer Operations.

Chapter-3

RESERVATION

3.1 The **VERTICAL RESERVATION and HORIZONTAL RESERVATION** shall be applicable as under Rule **4-A** of **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time) and the same are mentioned below: -:

(i) 4-A. Reservation for Scheduled Castes, etc.-- (i) Reservation in favour of Scheduled Castes, Scheduled Tribes, Other Backward Classes and Economically Weaker Sections-- In direct recruitment to the various categories of posts in the establishment, the following percentages of vacancies to which recruitments are to be made shall be reserved in favour of the candidates belonging to Scheduled Castes of U.P., Scheduled Tribes of U.P., Other Backward Classes of U.P. and Economically Weaker Sections of U.P. as per the provisions of the Uttar Pradesh Public Services (Reservation for Economically Weaker Sections) Act, 2020.-

(a)	In case of Scheduled Castes	21%
(b)	In case of Scheduled Tribes	02%
(c)	In case of Other Backward Classes	27%
(d)	In case of Economically Weaker Sections	10%

(ii) Horizontal Reservation in favour of Women, Dependent of Freedom Fighters, Ex-Servicemen and Physically Handicapped-

In direct recruitment to the various categories of posts in the establishment for the purpose of implementation of horizontal reservation in favour of women, dependent of freedom fighters, physically handicapped and ex-servicemen, the following percentages shall apply –

(a)	Women	20%
(b)	D.F.F.	02%
(c)	Ex-servicemen	05%
(d) **	Physically Handicapped (PwBD as per Rights of Persons with Disabilities Act, 2016)	04%

**** Explanation-I: -** The expression dependent of freedom fighters and ex-servicemen shall be as defined under the Uttar Pradesh Public Services (Reservation for Physically Handicapped, Dependents of Freedom Fighters and Ex-Servicemen) Act, 1993 and its subsequent amendments enacted from time to time.

**** Explanation-II: -** The expression Physically Handicapped shall be as defined under the Rights of Persons with Disabilities Act, 2016 and its subsequent amendments enacted from time to time.

Provided that four percent of vacancies shall be reserved for the following persons with “benchmark disabilities”, namely: -

- (i) One percent for the persons in the following category of disabilities under the category of 'Locomotor Disability' (as defined in the Schedule appended to the Rights of Persons with Disabilities Act, 2016):-
 - (a) Locomotor disability of One Arm, One Leg and Both Legs;
 - (b) Leprosy cured person;
 - (c) Dwarfism;
 - (d) Acid attack victims;
- (ii) One percent for the persons with 'Low vision' under the category of 'Visual Impairment' (as defined in the Schedule appended to the Rights of Persons with Disabilities Act, 2016);
- (iii) One percent for the persons with 'hard of hearing' under the category of 'Hearing Impairment' (as defined in the Schedule appended to the Rights of Persons with Disabilities Act, 2016);
- (iv) Remaining One percent for the persons mentioned in the above clauses (i), (ii) & (iii), on rotation basis.

**** Explanation:** - the roster points meant for the candidates with benchmark disabilities mentioned in clauses (d) and (e) of sub-section (1) of Section 34 of the said Central Act, shall be allotted to the candidates in categories (i) to (iii) mentioned above, in the same order.

Provided further that reservation for direct recruitment for various categories of posts in the establishment shall be in accordance with the orders issued by the Chief Justice from time to time.

4-B. Recruitment for sportsperson-- *One percent of vacancies in the cadre of Additional Private Secretary and Private Secretary Grade-I on the establishment of the Court shall be reserved at the stage of direct recruitment for such skilled players and sportspersons as may have represented on behalf of any State in India or the Country as a whole in National or International games at least for two years and in International competitions for one year or who have represented their Universities at least for three years in Inter Universities Tournaments organized by the Inter Universities Sports Board or who have represented their Schools in International Sports Meets organized by the All India Schools Sports Board in Badminton, Basket Ball, Cricket, Football, Hockey, Table Tennis, Volley Ball, Tennis, Weight Lifting, Wrestling, Boxing, Judo, Gymnastics and Rifle Shooting."*

Compartmentalized Reservation of 195 vacancies of Private Secretary Grade-I

Category/Sub-Category	Vacancy	Women	Dependent of Freedom Fighter	Ex-servicemen	Physically Handicapped.	Sportsperson
Scheduled Caste	40	08	00	02	01	00
Scheduled Tribe	03	00	00	00	00	00
Other Backward Classes	52	10	01	02	02	00
E.W.S.	19	03	00	00	00	00
Unreserved	81	16	01	04	03	00
Total	195	37	02	08	06	00

**Details of rotation of vacancies disability wise in the Unreserved category as per 'The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001'	
Scheduled Caste	01-Locomotor Disability
Scheduled Tribe	NIL
Other BackwardClasses	01-Locomotor Disability 01-Visual Impairment
E.W.S.	NIL
Unreserved	01-Locomotor Disability 01-Visual Impairment 01-Hearing Impairment

NOTE: There shall be 20% horizontal reservation for "WOMEN" subject to final decision of The Hon'ble Court in Special Appeal No. 675 of 2019 and other connected Special Appeal(s), filed against the Order dated 16.01.2019 of this Hon'ble Court passed in Writ Petition No. 11039/2018-Vipin Kumar Maurya and Ors. Versus State of U.P. and Ors. and its connected Writ Petitions, wherein Clause (4) of G.O. dated 09.01.2007 was declared ultra vires.

3.2 Benefits of reservation shall be given only to the candidates who are domiciled of U.P. subject to production of Domicile Certificate issued by Competent Authority as recognized by Law or Relevant

Rules of State of UP. The candidates who would fail to produce Domicile Certificate shall not be entitled to the benefits of reservation. Such candidates shall be treated as General (Unreserved) category candidates. In case of women candidates, caste/domicile certificate issued from father's side only shall be treated as valid.

3.3 Only such persons would be eligible for reservation under Physically Handicapped (P.H.) quota who is having not less than 40% (forty percent) of relevant disability. Applicants claiming benefit of reservation under physically handicapped quota shall be required to submit a Disability Certificate issued by the Competent Authority as per relevant rules as and when asked by The Hon'ble High Court of Judicature at Allahabad.

No person shall be recruited to the Establishment of The Hon'ble High Court of Judicature at Allahabad unless he/she is in good mental and bodily health and free from any physical defect likely to interfere with the efficient performance of his/her official duties. Before a candidate recruited directly and finally approved for appointment to the Establishment, he/she shall be required to produce a medical certificate of physical fitness issued from Chief Medical Officer, and in absence thereof, concerned Authority equivalent thereto as decided by The Hon'ble High Court of Judicature at Allahabad.

Note: There is no provision for Scribe or extra time in any part/stage of examination for the Physically Handicapped (P.H.) Candidates. However, visually handicapped candidates may use magnifying glasses which they have to arrange at their own end. No examination material shall be provided in Braille Script.

Only such candidates would be considered for selection who would participate and qualify in all the Stages (Stage-I, Stage- II & Stage-III) of the examination including Typing as well as Shorthand Test. As all the Stages are required to be qualified individually by the candidates for the selection, no exemption shall be granted to any candidate including that of Physically Handicapped category from appearing in any stage of examination keeping in view the working conditions in this Court and nature of duties to be performed by the candidates so selected for the post of Private Secretary Grade-I.

CANDIDATE CLAIMING RESERVATION IN MORE THAN ONE CATEGORY WILL BE ENTITLED TO ONLY ONE OF THE CONCESSION WHICHEVER IS MORE BENEFICIAL TO HIM/HER.

Chapter-4

ELIGIBILITY CRITERIA

4.1 Essential Qualifications

The applicant must possess following essential educational qualification/Computer Qualifications for the post of Private Secretary Grade-I on the closing date of submission of the On-line Application Form:

Name of Post	Essential Qualifications
Private Secretary Grade-I	1. Bachelor's Degree from a University established by Law in India, OR A Qualification recognized as equivalent thereto. AND 2. Good Knowledge of English Shorthand and typewriting with minimum speed of 100 and 40 words per minute, respectively AND 3. Knowledge of Data Entry, word processing and Computer Operation

4.2 Preferential Qualification

As per Rule 4-F of **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time),

A candidate: -

(i) Who has served in the Territorial Army for a minimum period of two years

Or

(ii) Who has obtained a 'B' Certificate of the National Cadet Corps (NCC) shall, other thing being equal be given preference.

4.3 Age Limit

4.3.1 As per Rule 4-D of **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time), the age limit for the post of Private Secretary Grade-I shall be as under: -

*A candidate for Direct Recruitment on the post of Private Secretary Grade-I must have attained the minimum age of **21 years** and must not have attained the age of more than **35 years** on the 1st day of July of the year in which advertisement is published i.e. **01.07.2026**.*

4.3.2 The candidate should not be born before 2nd July, 1991 and not born after 1st July, 2005.

4.4 Relaxation in Upper Age Limit

4.4.1 The upper age limit shall be relaxable upto a maximum limit of **05 years** only for the candidates belonging to Scheduled Caste (SC), Scheduled Tribe (ST), Other Backward Classes (OBC) and Dependents of Freedom Fighter (D.F.F.) as notified in relation to **the State of Uttar Pradesh**.

4.4.2 The upper age limit shall be relaxable up to a maximum limit of **05 years** only to the skilled sports person of **the State of Uttar Pradesh** for the event as specified/prescribed in Rule 4-B of **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time) which reads as under:

"One percent of vacancies in the cadre of Additional Private Secretary and Private Secretary Grade-I on the establishment of the Court shall be reserved at the stage of direct recruitment for such skilled players and sportspersons as may have represented on behalf of any State in India or the Country as a whole in National or International games at least for two years and in International competitions for one year or who have represented their Universities at least for three years in Inter Universities Tournaments organized by the Inter Universities Sports Board or who have represented their Schools in International Sports Meets organized by the All India Schools Sports Board in Badminton, Basket Ball, Cricket, Football, Hockey, Table Tennis, Volley Ball, Tennis, Weight Lifting, Wrestling, Boxing, Judo, Gymnastics and Rifle Shooting."

4.4.3 The upper age limit for Ex Servicemen (E.S.M) of **State of Uttar Pradesh** shall be relaxable by **03 years** after deduction of the military service rendered in Army/Air Force/Navy. Ex-Servicemen (E.S.M) candidates shall have to mention their enrollment/appointment date and retirement/discharged date of the Service in view to calculate resultant age.

4.4.4 The upper age limit shall be relaxable upto a maximum limit of **15 years** only for the candidates belonging to physically handicapped (P.H.) category of the **State of Uttar Pradesh**.

4.4.5 The Uttar Pradesh Government Servant shall be eligible for direct recruitment to the post of Private Secretary grade-I up to the age of 45 years.

CANDIDATE CLAIMING AGE RELAXATION IN MORE THAN ONE CATEGORY WILL BE ENTITLED TO ONLY ONE OF THE RELAXATION WHICHEVER IS MORE BENEFICIAL TO HIM/HER.

4.5 Nationality

As per Rule 4-C of **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time), a candidate for recruitment to the Establishment must be:

- (a) A citizen of India, OR
- (b) A Tibetan refugee who came over to India before 1st January, 1972, with the intention of

permanently settling in India, OR

- (c) A person of Indian origin who has migrated from Pakistan, Myanmar, Sri Lanka and East African Countries of Tanzania (formerly Tanganayika and Zanzibar) with the intention of permanently settling in India (as amended in the Allahabad High Court Officers and Staff (Condition of Service and Conduct) Rules 1976).

Provided that a candidate belonging to category (b) or (c) 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 (b) 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 (c) 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.

4.6 Character

As per Rule 4-G **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time), the character of a person for direct recruitment to the service in the opinion of the Appointing Authority must be such so as to render him suitable in all respect for appointment to the service. The opinion of the Appointing Authority in this regard shall be final.

Note: 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 appointment under these rules.

4.7 Marital Status

As per Rule 4-H of **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time), 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.

Provided that Hon'ble The Chief Justice may, if satisfied that there are any special grounds for doing so, exempt any person from the operation of this rule.

4.8 Physical Fitness

As per Rule 4-I of **The Allahabad High Court Private Secretaries (Conditions of Service) Rules, 2001** and its subsequent amendments (as amended from time to time), no person shall be recruited to the Establishment 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/her official duties. Before a candidate recruited directly is finally approved for appointment to the Establishment, he shall be required to produce a medical certificate of physical fitness from Chief Medical Officer, and in absence thereof, concerned Authority equivalent thereto as decided by The Hon'ble High Court of Judicature at Allahabad.



Chapter-5

SELECTION PROCEDURE

5.1 Syllabus & Modalities

The selection process shall comprise of Three (03) Stages:

Stage I of the Examination	
Stage -I	Syllabus
<p>Part – A : General Studies (For P.S. Grade-I)</p> <p>Type: Multiple Choice Objective type test in Computer Based Test (CBT) module.</p> <p>Total number - 100 MCQ</p> <p>Maximum Marks – 200</p> <p>Duration – 90 minutes</p> <p>NO NEGATIVE MARKING</p> <p>NO MINIMUM QUALIFYING MARKS.</p>	<p>(A) General Science, (B) History of India, (C) Indian National Movement, (D) Indian Polity, Economy and Culture, (E) Indian Agriculture, Commerce, and Trade, (F) Population, Ecology and Urbanisation (in Indian Context), (G) World Geography & Geography and Resources of India, (H) Current National and International Important Events, (I) General Aptitude (J) Special Knowledge regarding Education, Culture, Agriculture, Industry, Trade, Living and Social Traditions of Uttar Pradesh, (K) Knowledge of General English and General Hindi of Graduation level, (L) Elementary Knowledge of Computers.</p>
<p>Part B : Computer Knowledge Test</p> <p>Type Computer Based Test (CBT) module</p> <p>Maximum Marks: 100</p> <p>Duration - 15 minutes</p> <p>MINIMUM QUALIFYING MARKS: 50 MARKS OUT OF 100 MARKS.</p>	<p>A copy of part of Judgment (approximately 500 words) in ENGLISH will be given to the Candidates for reproducing the same on the computer in the same format within 15 minutes.</p>

<p>Part C: Subjective Type Translation Test (approximately 250 words.)</p> <p>Type : Computer Based Test module (CBT). Duration : 15 minutes Maximum Marks – 100</p> <p>MINIMUM QUALIFYING MARKS: 50 MARKS OUT OF 100 MARKS</p>	<p>Translation of passage of approximately 250 words given in Shorthand to English on Computer (From Sir Issac Pitman's Book).</p> <p>It shall be a Subjective Type Test.</p>
<p>Note: Part 'A', Part 'B' & Part 'C' of the Stage-I Examination shall be conducted in SINGLE SHIFT. There shall be a gap of 15 minutes in each part of the Stage-I of the Examination.</p>	
<p style="text-align: center;">Stage II of the Examination</p> <p>(Ten Times of the Candidates against the total number of vacancies in each category of the post [Private Secretary Grade-I] on the basis of marks obtained in the Stage-I Examination in order of merit shall be called to appear in Stage II Examination)</p>	
<p>Stage II – Shorthand Dictation Test Type : Computer Based Test (CBT) module. Maximum Marks: 200</p>	
<p>Duration - 05 minutes for dictation & 30 minutes for transcription.</p>	
<p style="text-align: center;">MINIMUM QUALIFYING MARKS: 160 MARKS OUT OF 200 MARKS</p>	
<p>A Dictation of a passage in ENGLISH of 500 words (approximately) in 05 minutes will be given to the Candidates. The Candidates will take down the dictation in Shorthand and thereafter will transcribe the same on computer within 30 minutes.</p>	
<p style="text-align: center;">Total Marks (Stage I and Stage II) – 600 marks</p>	
<p style="text-align: center;">Stage III of the Examination</p> <p>(Three Times of the Candidates against the total number of vacancies in each category for each post of [Private Secretary Grade-I] on the basis of result of Stage-II examination i.e. total marks procured by the candidates in the Stage-I Examination and Stage-II Examination in order of merit shall be called to appear in Stage III Examination)</p> <p>Stage III Examination: Interview Maximum Marks: 75</p>	
<p style="text-align: center;">Total Marks (Stage I, Stage II and Stage III) – 675 marks</p>	

- 5.2. The Various Stages of the Examination for the post of Private Secretary Grade-I shall be conducted separately on different dates.
- 5.3. **Part 'A', Part 'B' & Part 'C'** of the **Stage-I** Examination shall be conducted in **SINGLE SHIFT**. There shall be a **gap of 15 minutes** in each part of the Stage-I of the Examination.
- 5.4. The required speed (words per minute) for English typing shall be calculated against the correct words typed by the candidates during the test.
- 5.5. The "SUBMIT" button will remain active during entire duration of the test. If any candidate wants to submit the test, he/she can click on the said button and submit the exam. Else test will get auto submitted at the time when the duration of the Test expires. However, after submission he/she will not be able to go out of the Exam Centre. He/she has to remain seated in his/her allotted desk.
- 5.6. It is mandatory for the candidates to appear in all the Parts/Stages of the Recruitment Examination
- 5.7. **Ten times of the candidates** against the total number of vacancies for the post in each category (vertical/horizontal) on the basis of marks obtained in the Stage-I Examination of Private Secretary Grade-I Recruitment Examination-2026 in order of merit shall be called to **appear in Stage-II Examination** i.e. Shorthand Dictation Test of Private Secretary Grade-I Recruitment Examination-2026
- 5.8. Three Times of the Candidates against the total number of vacancies in each category for the post of Private Secretary Grade-I on the basis of result of Stage-II examination i.e. total marks procured by the candidates in the Stage-I Examination and Stage-II Examination in order of merit shall be called to appear in Stage III Examination i.e. Interview.
- 5.9. Date time and venue of the **Stage-II Examination i.e. Shorthand Dictation Test and Stage-III Examination i.e. Interview of the shortlisted candidates** of Private Secretary Grade-I Recruitment Examination-2026 shall be intimated to the candidates through Public Notice and separate admit card to be uploaded on the official websites.
- 5.10. The merit list shall be prepared on the basis of aggregate marks obtained in the Stage-I, Stage-II and Stage-III Examination. The list shall hold good for one year or until the next selection whichever is earlier.
- 5.11. If two or more candidates secure equal marks, then the candidates older in age shall be placed higher in final Merit list for the post of Private Secretary Grade-I.
- 5.12. The question paper of Stage-I (Part-A) Examination for the posts of Private Secretary Grade-I will be available in both **English and Hindi** languages. In case of any disparity between English Version and Hindi Version of the Question Paper, the English Version will be considered as the final.
- 5.13. The Recruitment Committee shall have discretion to fix minimum qualifying marks for any stage of Examination.
- 5.14. The level of the question papers for the posts i.e. Private Secretary Grade-I, shall be consistent with the educational qualification and syllabus prescribed for the Examination.

Chapter-6

MARKING SCHEME

Stage/Part of Examination	Private Secretary Grade-I
<p>Stage I (Part A) - Multiple Choice Objective Type Test</p>	<p>(i) To answer a Multiple-Choice Question, the candidate needs to choose one option corresponding to the correct answer or the 'most appropriate answer'.</p> <p>(ii) Each correct answer shall carry two (02) Marks.</p> <p>(iii) There is no negative marking for incorrect answers.</p> <p>(iv) No marks will be given for questions un-answered/un-attempted/ marked for review.</p> <p>(v) If a question is found to be incorrect or ambiguous or having more than one answer during the Key Challenge, only those candidates who have attempted the question and chosen one of the correct answers shall be given the mark.</p> <p>(vi) In case a Question is dropped due to some technical mistake (error) or any other reason, full mark shall be given to all the candidates.</p>
<p>Stage I (Part B)-Computer Knowledge Test</p>	<p>Total Words 500,</p> <p>(i) Marks to be deducted on each mistake (error) [Value of mistake (error): 01 Mistake(Error) = 0.200 marks]</p> <p>(ii) Left-out words and spelling mistakes will be treated as full mistake (errors).</p> <p>(iii) An error in punctuation, bold/italic, shall be full mistake (errors).</p> <p>(iv) Every mistake in justification in every line (Left, Right & Centre) shall be considered as full mistake (errors).</p> <p>(v) Mistake in phrasing of paragraph shall be considered as Full mistake(errors).</p> <p>(vi) Marks for mistakes in spelling, punctuation and Bold/Italic will be calculated as per the enclosed evaluation chart.</p> <p>(vii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).</p> <p>(viii) Extra words typed (after 500 words) shall be deleted/ignored.</p> <p>(ix) The evaluated copy must indicate-</p> <p>(i) No. of mistakes (error) made by the candidate</p> <p>(ii) Total Marks awarded</p>

(x) Marks to be deducted on each mistake (error)
(Value of mistake (error): 01 Mistake(error)=0.200 mark).

The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error):01 Mistake (error)=0.2 mark
1	0.200
2	0.400
3	0.600
4	0.800
5	1.000
..	..
10	2.000
..	..

(i) Marks to be deducted on each mistake (error)
[Value of mistake (error): 01 Mistake(Error) = 0.400 marks]

(ii) Left-out words and spelling mistakes (errors) will be treated as full mistake (error).

(iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as asked in question paper shall be treated as full mistake (error).

(iv) Words typed beyond the prescribed words limit shall be deleted / ignored.

(v) The evaluated copy must indicate:

- i. No. of mistakes (errors) made by the candidate.
- ii. Total Marks awarded.

(vi) Marks to be deducted on each mistake (error)

(Value of mistake (error): 01 Mistake(error)=0.400 mark).

The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error): 01 Mistake (error)=0.400 mark
1	0.400
2	0.800
3	1.200
4	1.600
5	2.000
..	..
10	4.000
..	..

**Stage I (Part C)- Subjective Type
 Translation Test**

**(For the passage containing
 approximately 250 words)**

Stage II-Shorthand Dictation Test

Total Words 500, (approximately) as dictated in 05 minutes.

Required Speed in English Shorthand is 100 words per minute and in English typewriting is 40 words per minute

- (i) Left-out words and spelling mistakes will be treated as full mistake/error.
- (ii) An error in paragraphing and punctuation shall be treated as half mistake/error.
- (iii) Typing of Letters, Words, Characters, Symbols or anything other than the contents of passage as dictated shall be treated as full mistake (error).
- (iv) Marks will be awarded as per the enclosed chart of marks.
- (v) Marks to be deducted on each mistake (error)
(Value of mistake (error): 01 Mistake(error)=0.400 mark).
- (vi) The Formula would be as under: -

Column-I	Column-II
Number of words with mistake (error)	Marks to be deducted Value of mistake (error): 01 Mistake (error)=0.400 mark
1	0.400
2	0.800
3	1.200
4	1.600
5	2.000
..	..
10	4.000
..	..

Chapter-7

ANSWER KEY CHALLENGE

- 7.1 The Provisional Answer Keys of the Questions as asked in **Part –A of Stage-I** of the Examination shall be displayed online on the Website(s): <https://exams.nta.nic.in/allhcre/> ; www.allahabadhighcourt.in giving an opportunity to the interested candidates (after the conduct of the exam) to challenge any answer key of any question online.
- 7.2 The provisional Answer Keys along with the question paper and recorded responses there on shall be displayed to the respective candidates on aforesaid websites for a period of 02 (two) to 03 (three) days.
- 7.3 The Candidates shall be informed about the process through a Public Notice to be issued on the Website(s) <https://exams.nta.nic.in/allhcre/> ; www.allahabadhighcourt.in only.
- 7.4 The Candidates shall be required to pay online an amount of Rs. 500/- (Rupees Five Hundred Only) per answer key challenged, in **Part –A of Stage-I**, as processing fee. In case the challenge of a Candidate to any answer key is accepted, such candidate shall be refunded with the processing fee.
- 7.5 The following category of challenges SHALL NOT be entertained: -
- Any challenge submitted through email or in hardcopy by post or by hand;
 - Any challenge submitted without payment of requisite fee;
 - Any challenge submitted before/ after specified period that to be specified in the public notice to be issued regarding Answer Key Challenge
- 7.6 Challenges made by the candidates to any answer key will be verified by the NTA with the help of a panel of subject experts. If the challenge to any Answer Key is found correct, the Answer Key will be revised accordingly. Based on the revised Final Answer Key, the result will be prepared and declared.
- 7.7 Candidates are advised to download their response sheet(s) released during the challenge to Answer Key(s) window for record, as it will be available for a limited period.
- 7.8 The Answer Keys after the challenges, as settled by the Subject experts, will be treated as final and no further grievances shall be entertained after the declaration of result.
- 7.9 There shall be no intimation to any candidate in response to his/ her answer key challenge, if the same has been rejected by the Subject Expert(s), as the Final Answer Keys will be published on the website(s) prior to the declaration of the final result.

Chapter-8

EVALUATION CRITERIA

8.1 The performance of the Candidates in Stage-I Examination i.e. Multiple-Choice Objective Type Test (Part-A), Computer Knowledge Test (Part-B), Subjective Type Translation Test (Part-C) and Stage-II Examination i.e. Shorthand Dictation Test shall be evaluated as per the marking scheme mentioned in **Chapter 6**.

8.2 Final Merit List

8.2.1 For the post of Private Secretary Grade-I, Final Merit Lists of all qualified candidates shall be prepared on the basis of aggregate of marks as obtained by the Candidates in Stage-I, Stage-II and Stage-III Examinations, which shall determine their Rank in Final Merit List.

8.2.2 Candidates securing minimum qualifying marks in **Part-B** and **Part-C** of **Stage I** of the Examination - Computer Knowledge Test and Subjective Type Translation Test i.e. **50 marks out of 100 marks (in each test)** shall only be considered in preparation of Final Merit List. Also, the minimum marks/cut-off marks required for being eligible /qualified in **Stage II- Shorthand Dictation Test** is **160 out of 200 marks**.

8.2.3 The Final Merit Lists for the post of Private Secretary Grade-I Recruitment Examinations shall hold good for the period of one year or until the next selection, whichever is earlier, as the Hon'ble High Court of Judicature at Allahabad may decide.

8.3 Declaration of Results

8.3.1 The result will be compiled on the basis of the marks scored by the candidates as per Final Answer Key declared in Stage-I Part-A of the examination and marks obtained in Stage-I Part-B & C and Stage-II and Stage-III Examination. No grievance with regard to Answer Key(s) after declaration of Result shall be entertained (as Answer Keys are provided only for Stage-I Part-A).

8.3.2 The result of examination shall be displayed only on the website <https://exams.nta.nic.in/allhcre/> or <http://www.allahabadhighcourt.in> and any information whatsoever shall be made available on the official website. **Candidates are advised to go through the website www.allahabadhighcourt.in ; <https://exams.nta.nic.in/allhcre/> regularly for latest updated information.**

8.3.3 No Score Card will be dispatched to the candidates; Score Cards will be displayed / Published only on the website: www.allahabadhighcourt.in and <https://exams.nta.nic.in/allhcre/> after declaration of final result/merit list. Candidates are advised to download their Score Cards in due

courses.

8.3.4 Merely appearing and passing in Private Secretary Grade-I Recruitment Examination 2026 does not confer any right to the candidate.

8.3.5 The selection is subject to fulfilling the eligibility, rank in merit list, medical fitness, verification of original documents and such other criteria as may be prescribed by The Hon'ble High Court of Judicature at Allahabad.



Chapter-9

GENERAL INSTRUCTIONS

- 9.1 The Hon'ble High Court of Judicature at Allahabad reserves right to alter the number of vacancies, modify Examination process and fix the minimum cut off marks without assigning any reason thereof. Vacancies calculated and indicated in advertisement are subject to change. All instructions are to be complied with strictly by the candidates in the Examination.
- 9.2 The decision of The Hon'ble High Court of Judicature at Allahabad shall be final in all matters relating to Eligibility, Acceptance or Rejection of the applications/ candidature of any applicant, Penalty for false information, Mode of Examination process, Allotment of Examination Centers, Selection & Appointment to the post etc.
- 9.3 Candidates are advised to visit the official websites (<https://exams.nta.nic.in/allhcre/>) and (www.allahabadhighcourt.in) regularly for the latest updates and other information.
- 9.4 Candidate must carefully read the Instructions for filling Application Form online given in the advertisement. Candidates not complying with the Instructions shall be summarily disqualified.
- 9.5 Information such as his/ her Name, Contact details/ Address, E mail ID, Category, PH Status, Educational Qualification details, Date of Birth, etc. provided by the candidate in the Online ApplicationForm shall be treated as FINAL. The Candidates shall fill their complete postal address with PIN Code for further correspondence.
- 9.6 **Candidates have to bring the same ID proof in original to the Exam Centre on the exam day, the one mentioned in the Online Application Form and Admit Card. In addition, Candidates have to bring also one additional identity proof with them in original viz Adhaar Card, Voter I.D. Card, Driving License, Passport, PAN Card, Bank's Passbook with attested photograph thereon).**
- 9.7 Any request for change in such particulars after the closure of correction period shall not be considered either by NTA or by The Hon'ble High Court of Judicature at Allahabad, in any manner.
- 9.8 In case it is found at any point of time in future that the Candidate has used / uploaded the photograph and signature of someone else in his/ her Application Form / Admit Card or he/she has tampered his/her Admit Card / result, these acts of the candidate shall be treated as Unfair Means (UFM) and dealt with as per Law.
- 9.9 In case, it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and/or that he/she has suppressed/twisted or truncated any material facts, his/her candidature shall stand cancelled without giving any reasons and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, their services may be liable to be terminated and he/she may be liable

for criminal proceedings as decided by The Hon'ble High Court of Judicature at Allahabad.

- 9.10** No request for refund of fee once remitted by the candidate will be entertained either by NTA or by The Hon'ble High Court of Judicature at Allahabad under any circumstances. Candidates shall appear in the examination at their own cost at the allotted Examination Centre on the Date / Shift and time indicated in their respective Admit Card, which would be issued in due course through official Websites. The High Court or NTA shall not be responsible for any loss/ injury caused to the candidates in course of appearing in the examination.
- 9.11** Online Application Form cannot be withdrawn, once it is submitted successfully. The Confirmation Page is not required to be sent. However, candidates must keep print out of Confirmation Page, On-line Application Form, E-Admit Card and at least 08(eight) coloured passport size photograph identical with the photograph uploaded in Online Application Form, for future use.
- 9.12** In case of multiple applications submitted by the candidate, the last application shall be accepted and fee deposited with earlier applications shall not be refunded/ adjusted in any circumstances.
- 9.13** No hard copies of certificates/mark sheets are required to be submitted along with 'On-line Application Form'. Candidates shall have to produce all required documents pertaining to eligibility for verification as and when asked for by The Hon'ble High Court of Judicature at Allahabad, failing which he/she shall be disqualified.
- 9.14** Application Form of candidates who do not fulfill the eligibility criteria shall be rejected.
- 9.15** Selection of a candidate in the Examination is provisional, subject to being found otherwise eligible for selection. Candidates are required to keep with them at least one additional identity proof in original (Photo-Identity Card viz Adhaar Card, Voter I.D. Card, Driving License, Passport, PAN Card, Bank's Passbook with attested photograph thereon) along with the admit card issued to the candidate and shall produce the same on demand at the time of examination at the center.
- 9.16** **In case a candidate is found providing incorrect information or the identity is proved to be false at any time in the future, the candidate may face penal action as per the law applicable.**
- 9.17** No recommendation for selection either written or oral, other than those for whom required as per Rules applicable 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 shall disqualify him for appointment.
- 9.18** 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 candidate will be solely 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 reasons/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 Hon'ble High Court of Judicature at Allahabad may reject the candidature at any stage of the selection and may take all necessary actions.

9.19 All the candidates who are already employed in Central Government or State Government or in any Central Government or State Government Public Undertaking and/or in any type of other organization established or governed by the Central Government or State Government, shall apply online subject to production of "NO OBJECTION CERTIFICATE (NOC)" from their respective Cadre Controlling Authorities and shall have to compulsorily produce the same (NOC) as and when asked for, failing which his/her selection may be canceled as decided by The Hon'ble High Court of Judicature at Allahabad.

9.20 A candidate claiming reservation and/or relaxation, shall have to produce Certificate issued by Competent Authority in prescribed proforma, in support of his/ her claim. The candidate belonging to Ex-Servicemen (E.S.M.) sub-category has to submit his/her certificate mentioning therein the date of enrollment/appointment in service and date of retirement/discharge from the service. The Ex- Servicemen (E.S.M.) candidate will also have to give an 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 governed by the Central Government or State Government. Physically Handicapped (PH) candidate shall have to submit certificate issued by the Competent Authority/Board indicating physical disability not less than 40%. Sports person claiming reservation in recruitment shall submit certificate(s) being skilled player as prescribed in **Rule 4-B of The Allahabad High Court Private Secretaries (Conditions of Service) (Amendments) Rules, 2001** (as amended from time to time).

9.21 Information uploaded on the website shall not be provided to the candidate or any other person under R.T.I. Act, 2005 read with the Allahabad High Court (Right to Information) Rules, 2006. The information uploaded on the website shall remain for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep up with them for future reference. In due course of recruitment examination or 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. Inferential questions or Speculative questions shall not be answered in RTI. Any query which is ambiguous, anonymous, frivolous, vague, repetitive and irrelevant shall not be entertained. Further any query from any person claiming to be a representative, associate or assignee of the applicant / candidate shall not be entertained.

9.22 It is to be noted that if a candidate has been allowed to appear in the examination, 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 is subject to final verification by the Competent Authority. The candidate shall 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.

- 9.23** Furnishing of false, wrong or inaccurate information may lead to cancellation of the candidature of the Applicant and /or his / her Result, forfeiture of the certificate and even prosecution in appropriate cases.
- 9.24** The final score along with category wise/sub-category wise cut off marks of all the candidates appearing in the examination will be uploaded on the official websites after the declaration of final result in due course of time. No application under Right to Information Act with regard to marks scored by the candidates as well as Category /Sub-category wise final cut-off marks shall be entertained as the same shall be made available on the official websites in due course of time after declaration of final result.
- 9.25** Mobile Phones, Pagers, Bluetooth devices or any other communication device is not allowed inside the premises where the examination is being conducted. Any infringement of these instructions may entail suitable actions/restrictions as The Hon'ble High Court of Judicature at Allahabad may deem fit and proper including ban from future examinations.
- 9.26** Canvassing in any form and use of unfair means (U.F.M.) during the examinations shall disqualify the candidature of the applicant.
- 9.27** The unfair means relating to the conduct of a public examination shall include any act or omission done or caused to be done by any person or group of persons or institutions as defined in Section 3 of THE PUBLIC EXAMINATIONS (PREVENTION OF UNFAIR MEANS) Act, 2024 and / or UP PUBLIC EXAMINATIONS (PREVENTION OF UNFAIR MEANS) ACT, 2024.
- 9.28** Selection of the candidates shall be purely on the merit basis in a transparent way. Hence, the Candidate has to be careful of touts, who promise to get them selected unlawfully on illegal considerations/means.
- 9.29** Candidate must disclose the details in the Online Application Form, if any criminal proceeding has been initiated against him/her or First Information Report (FIR) is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.
- 9.30** The Result of the Candidates who indulge in Unfair Means (UFM) Practices shall not be declared (and their candidature may be cancelled).
- 9.31** The record at NTA relating to Allahabad High Court Recruitment Examination(s) would be available up to **90 days** from the Date of Declaration of the final Result of the post.

Chapter-10

REGISTRATION AND APPLICATION PROCESS

10.1. Instructions for filling Online Application Form

Candidates have to apply “ONLINE” only for High Court of Judicature at Allahabad Recruitment Exam for the post of Private Secretary Grade-I by accessing the website: <https://exams.nta.nic.in/allhere/> OR www.allahabadhighcourt.in. The Applications other than online mode will not be accepted in any case. Only one application is to be submitted by a candidate. In case more than one application i.e. Multiple Application Forms submitted by the same candidate, then the last application form submitted by such candidate shall only be taken into account. **(fee will not be refunded for multiple applications).**

10.2. Replica of Application Form is at ANNEXURE – I.

10.3. The candidate should keep the following ready before filling of the online Application Form:

- A computer/Laptop with proper internet connectivity,
- The Date of Birth (as mentioned in Class X Board Certificate or equivalent Certificate),
- Govt. Identity Details like Aadhar Number (last 4 digits) / Passport Number/ PAN Number / Digi locker.
- Educational Qualification details,
- Nationality,
- Domicile (U.P or other State)
- Actual category viz General (UR) / EWS / OBC / SC / ST, as the case may be, to be correctly mentioned in the relevant column, सत्यमेव जयते
- Scanned clear coloured passport photograph (with applicant’s name and capturing date) in JPG/JPEG format (size between 10 KB–200 KB with 80% face (without mask) clearly showing complete face from chin to head having straight eye contact with the camera with **both ears visible** in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles,
- Scanned clear signature in JPG/JPEG format (size between 10 KB–100 KB),
- Scanned class X or equivalent Certificate as a proof of Date of Birth,
- Scanned copy of Certificate from the concerned Institution as a proof of Qualifying Examination,
- Bank account details for payment of fee,
- A valid e-mail ID as important communications will be made in this e-mail ID,
- A valid mobile number as important information will be sent via SMS to this number.

10.3.1. Detailed Advertisement with Replica of Application Form given therein may be downloaded and read carefully by the candidate to be sure about his/her eligibility and to acquaint with requirements for submission of Online Application Form.

10.3.2. Whether they fulfill the eligibility conditions for the Examinations as prescribed.

10.3.3. In order to avoid correction in the particulars at a later stage, the candidate should ***exercise utmost caution while filling up the details in the Application Form.*** Only few fields will be allowed for correction (if any) during correction window.

10.4. Following Steps may be followed to Apply Online:

Step-1: Register for Online Registration using your own Email ID and Mobile No. and note down system generated Registration Number / Application Number.

Step-2: Complete the Online Application Form and note down the system generated Registration Number / Application Number.

Step-3: Upload legible scanned images of:

- (i) a recent coloured photograph as shown in the Image-1 (with name & date of capturing of the photograph) (in .jpg/ .jpeg file, size 10KB – 200KB);
- (ii) candidate's signature (file size: 10KB - 100KB);
- (iii) Left hand thumb impression (file size: 10KB - 200KB);
- (iv) Category Certificate Wherever applicable (file size 50 KB-300 KB)
- (v) Class Xth or equivalent Certificate (file size 50 KB – 300 KB)
- (vi) Employment Certificate Wherever applicable - (file size 50 KB – 300 KB)



AJAY KUMAR
01/01/2026



KAVERI KUMARI
01/01/2026

Step-4: Pay prescribed fee online through Net Banking / Debit Card/Credit Card / Unified Payments Interface (UPI).

All the 4 Steps can be done together or at separate timings.

Image-1

10.5. Applications will be accepted only when the requisite fee is received in the Bank Account upto prescribed last date for fee submission. Fee once deposited in the Bank will not be refunded to the candidate in any condition and it shall not be adjusted in any way.

10.6. After the submission of Online Application Form (i.e. successful completion of Step-4), Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after the successful payment of prescribed fee.**

10.7. Candidates are advised to fill the Online Application Form well in advance and not to wait for the last date of submission of Online Application Form. The High Court/NTA will not be responsible for any errors/technical issues that occur/arise during the last minute/date of submission of the Application Form/fee, etc.

10.8. In case the Confirmation Page is not generated after payment of Prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway Integrator (in the helpline number and email given in **Chapter 11.4.** of this detailed Advertisement), for ensuring the successful payment.

10.9. In spite of above, if successful transaction is not reflected on the Portal, it means transaction is not complete and candidate may pay second time and ensure OK status. However, any duplicate payment received from the candidate by Hon'ble Court in course of said transactions will be refunded (in the same payment mode through which the duplicate payment is received), after fee reconciliation.

Notes:

- i. *The final submission of Online Application Form will remain incomplete if Step - 2 Step-3 and Step-4 are not completed, such Application Forms will stand rejected and no correspondence on this account will be entertained*
- ii. *No request for refund of fee once remitted by the candidate will be entertained.*
- iii. *The entire application process for the post of Private Secretary Grade-I is online, including uploading of scanned images, Payment of Fees and Printing of Confirmation page. Therefore, candidates are not required to send/submit any document(s) including Confirmation page to NTA through Post/Fax/By Hand/E-mail.*
- iv. *Candidates are advised to keep visiting the official websites regularly for latest updates and to check their e-mails.*
- v. *All the candidates who have submitted the online Application and paid the Examination fee (except multiple online Applications) till last date will be allowed to appear in Private Secretary Grade-I Recruitment Examination-2026 and their admit cards will be uploaded on the website as per schedule.*
- vi. *NTA neither verifies the information filled by the candidates in the Application Form nor verifies any certificate of Category/Educational Qualification for deciding the eligibility of candidates.*
- vii. *The certificates of date of birth, domicile of U.P, educational qualification and category (if applied under reserved category) will be verified by the competent authority at the time of joining the services. The candidates are, therefore, advised to ensure their eligibility and the domicile of U.P category (if applying under reserved category).*
- viii. *Either the Hon'ble High Court of Judicature at Allahabad or NTA will, in no way, be responsible for any wrong/incorrect information furnished by the candidate(s) in his/her Online Application Form. The letter/e-mails/WhatsApp Message/Public Grievance in this regard will not be entertained by the NTA or the Hon'ble High Court of Judicature at Allahabad.*

10.10. The Candidates are not required to send/ submit the confirmation page of Online Application Form to the NTA. However, he/she is advised to retain the following documents with them as reference for future correspondence:

- *At least four printouts of the Confirmation Page of Online Application Form.*
- *Proof of fee paid*
- *Photographs (same as uploaded on the Online Application Form) – 8 passport size photographs need to be kept aside.*
- *The name on the photo identification card must match with the name as shown in the Admit Card. If the name has been changed due to events such as marriage or etc., candidate must show the relevant document at the time of examination. Marriage Certificate / Divorce / Decree / Legal Name Change Document must be produced in original compulsorily.*

10.11. Procedure for Filling Application Form

Part I: Registration Page

Fill in the basic information and note down the system generated Application No.

(i) *Candidate's Name/ Mother's Name/ Father's Name:*

Provide Candidate's Name, Mother's Name, and Father's Name as given in the Secondary School Examination (Class Xth) or equivalent Board / University Certificate in CAPITAL letters. No prefix in the name of the candidate is allowed.

(ii) *Date of Birth: dd/mm/yyyy*

Provide Candidate's date of birth as recorded in Secondary School Examination (Class Xth) or equivalent Board/ University Certificate.

(iii) *Mobile Number and e-mail Address:*

Candidates must provide own Mobile Number and e-mail address.

Note: Only one e-mail address and one Mobile Number are valid for one application for the post(s) advertised in this advertisement

PART II: Fill in the complete Application Form

Fill in the complete Application Form

Notes:

- (i) *The High Court of Judicature at Allahabad/NTA shall not be responsible for any delay/loss in postal transit or for an incorrect Correspondence address given by the Applicant in the Application Form. Therefore, the candidate has to ensure that he/she mentions his/her complete correspondence address, including Pin Code, in his/her Online Application Form.*

(ii) The Candidate must ensure that e-mail address and Mobile Number provided in **the Online Application Form** are their own (which cannot be changed later) as communication may be sent by NTA through **e-mail or SMS**.

iii) The Candidate should not give the postal address, Mobile Number or e-mail ID of any Coaching Centre or of any other third party or institution in the Online Application Form.

PART III: Uploading of scanned images

(i) **Candidate's Photograph:** to be uploaded

- Photograph must be taken/captured after the release of Detailed Advertisement and should not be with cap or goggles. Photograph should cover 80% face (without mask) visible including ears against white background.
- Name of applicant / candidate and date of capturing of the photograph must be mentioned on the photograph as defined in 10.4.
- Spectacles are allowed if being used regularly.
- **Polaroid and Computer-generated photos are not acceptable.**
- **Applications not complying with these instructions or with unclear photographs are liable to be rejected.**
- **Candidates may please note that if it is found that photograph uploaded is fabricated i.e. de-shaped or seems to be hand-made or computer made, the form of the candidate will be rejected and the same would be considered as using unfair means and the candidate would be dealt with accordingly.**
- Application without prescribed photograph shall be rejected. The photograph need not be attested. Candidates are advised to take 8 passport size-coloured photographs with white background.

Note: Passport size photograph is to be used for uploading on Online Application Form and also for pasting on Attendance Sheet at the Examination Centre.

- The candidate should scan his/her passport size photograph for uploading. File size must be between **10 KB to 200 KB**.

(ii) **Left Hand Thumb Impression:** to be uploaded

- In case of any eventuality of left thumb being unavailable, right hand thumb impression may be used.
- File size must be between **10 KB to 200 KB**.

(iii) **Candidate's Signature:** to be uploaded

The candidates are required to upload the full signature in running hand writing in the appropriate box given in the Online Application Form. Writing full name in the Box in Capital letters would not be accepted as signature and the Application Form would be rejected.

Further, unsigned Online Application Forms will also be rejected.

- *The candidate should put his full signature on white paper with Blue/Black Pen and scan for uploading.*
- *File size must be between 10 KB to 100 KB.*

(iv) Category Certificate: *to be uploaded*

The Candidate are required to upload Category Certificate.

- *file size must be between 50 KB to 300 KB.*

(v) Employment Certificate (Optional) :

- *file size must be between 50 KB to 300 KB*

(vi) Xth Certificate: *to be uploaded*

Candidate should scan his/her class X/equivalent Certificate as a proof of Date of Birth.

- *file size must be between 50 KB to 300 KB*

PART IV: Payment of Examination Fee

Pay prescribed fee through Net Banking / Debit Card / Credit Card / UPI and keep proof of fee paid for future reference.

- 10.12** NTA does not edit/modify/alter any information entered by the candidate under any circumstances. Any request for change in information will not be entertained. Therefore, candidates are advised to exercise utmost caution for filling up correct details in the Application Form. **Request for corrections made by any candidate through Post/ Fax/WhatsApp/Email/by hand will not be entertained by NTA/High Court of Judicature at Allahabad.**
- 10.13** NTA disclaims any liability that may arise to a candidate(s) due to incorrect information provided by him/her in his/her online Application Form.
- 10.14** The entire application process for the post of **Private Secretary Grade-I** is online, including uploading of scanned images, payment of fees, and printing of Confirmation Page, City Intimation Slip Admit Card, Score Card, etc.
- 10.15** Usage of Data and Information: NTA/High Court of Judicature at Allahabad can use the data provided by the End Users (test taker in this case) for internal purpose(s) including training, research and development, analysis and other permissible purpose(s). However, this information is not for use by any third party or private agency for any other use (other than by the authorized Service Provider of NTA only for exam purposes).

CHAPTER 11

APPLICATION FEE AND PROCEDURE FOR PAYMENT

11.1. Application Fee /Procedure for Payment /Service Charges of Banks

<i>Fee Payable (through: State Bank of India)</i>	
<i>Name of Examination</i>	<i>Private Secretary Grade-I Recruitment Examination-2026</i>
<i>General(Unreserved) / OBC</i>	<i>₹ 1900./-</i>
<i>SC / ST* and EWS of Uttar Pradesh</i>	<i>₹ 1700./-</i>
<i>Note:</i>	
<p><i>(1) Candidates belonging to reserved category shall have to pay requisite fee according to their respective category. SC/ST/EWS of States/UTs other than Uttar Pradesh shall have to pay fee as prescribed for General (Unreserved)/OBC category candidates. The candidates seeking horizontal reservation shall have to pay fees according to their Vertical category.</i></p> <p><i>(2)Applicable service/processing charges and other charges over and above the Examination Fee, are payable by the candidate to the concerned Bank.</i></p>	

11.2 Mode of Payment and Service Charges

SB-MOPS Card Rates				
Channel	Banks	Amount	Charges	To
Internet Banking	SBI	Any amount of transaction	Rs.5.00/- + GST per transaction	Candidate
	Other Banks	Any amount of transaction	Rs.5.00/- + GST per transaction	Candidate
Debit Card	SBI	Any amount of transaction	Rs. 0.00/-	N.A.
Debit Card-	Other Bank	Any amount of transaction	Rs. 0.00/-	NA
Credit Card	All Banks	Any amount of transaction	Rs. 0.80 % of the value + GST per Transaction	Candidate
Rupay Credit Card	All Banks	Any amount of transaction	Rs. 0.80 % of the value + GST per Transaction	Candidate
UPI	Any amount of transaction		Rs. 0.00/-	NA

11.3. Procedure to raise payment related Grievance:

- 11.3.1** After successful completion of **Step-4**, Confirmation Page of the Application Form, should be downloaded and a printout of the same may be retained for future reference. The Confirmation Page of the online Application Form could be generated **only after successful payment by the Candidate.**
- 11.3.2** In case the Payment deducted from the Applicant's Bank Account and Confirmation Page is not generated after payment of prescribed Fee, then the candidate should approach the concerned Bank/Payment Gateway integrator (in the helpline number and email given in **Chapter 11.4.** of this detailed Advertisement), for ensuring the successful payment.
- 11.3.3** In spite of above, if successful transaction is not reflected on the Portal, the candidate may contact NTA Helpline. If the payment issue is still not resolved, the candidate may pay second time.
- 11.3.4** However, any duplicate payment received from the candidate in course of said transaction will be refunded (in the same payment mode through which the duplicate payment is received) after fee reconciliation.
- 11.3.5** Any grievance/ query relating to payment of application fee or refund of duplicate application fee, could be addressed, if the following information are made available by the candidate concerned in his/her query through Email : -
- i. *Name of the Bank.*
 - ii. *Payment Gateway.*
 - iii. *Mode of Payment (Net Banking/Credit Card/ Debit Card/UPI/Rupay Credit Card).*
 - iv. *Date and time of the transaction*
 - v. *Transaction Number*
 - vi. *Bank Reference Number*
 - vii. *Proof of transaction*

11.4 Helpdesks/ Helplines for attending the Payment Related Queries/ Grievances

State Bank of India (SBI)	For payment related queries/ grievances of the Candidates
General Help-line Details of SBI	(a) 1800 1234 (b) 1800 11 2211 (Toll free from BSNL/MTNL landlines) (c) 080-2659 9990 (other lines) (d) 022-22741216 (e) contactcentre@sbi.co.in
Dedicated Help-line Details of SBI	(a) 022-65361625, 022-65361626 (b) merchant@sbi.co.in (c) merchant.inb@sbi.co.in (f) escalation to inb.lucknow@sbi.co.in
Branch Contact Details	Email-sbi.03879@sbi.co.in Escalation to (a) Chief Manager, State Bank of India, Allahabad High Court Branch, Allahabad (b) Sri Shivam Paritosh, Chief Associate State Bank of India, Allahabad High Court Branch, Allahabad
National Testing Agency (NTA) <i>(In case a payment related issue could not be resolved through the abovementioned helplines of the SBI)</i>	Phone No. 011-40759000/69227700 Email: helpdesk.allhcre@nta.ac.in

Chapter 12

ADMIT CARD, INSTRUCTIONS AND PROHIBITED MATERIALS

12.1. Admit Card for the Examination

- 12.1.1** The Admit Card will be issued provisionally to the candidates, subject to their satisfying the eligibility criteria.
- 12.1.2** The candidates have to download their Admit Card from the official website of The Hon'ble High Court of Judicature at Allahabad (<http://www.allahabadhighcourt.in>) or NTA Recruitment website (<https://exams.nta.nic.in/allhcre/>) and appear for the Examination at the given Centre on Date, Time of examination as indicated in their Admit Card.
- 12.1.3.** Candidates are required to keep with them at least one Identity proof in original (Photo-Identity Card viz Adhaar Card, Voter I.D. Card, Driving License, Passport, PAN Card, Bank's Passbook with attested photograph thereon) along with the Admit card issued to the candidate and shall produce the same on demand at the time of Examination at the Centre.
- 12.1.4.** No candidate will be allowed to appear at the Examination Centre, on Date and Time other than that allotted to him/her in his/her Admit Card.
- 12.1.5.** In case candidates are unable to download Admit Cards from the website, they may approach the Help Line between **10:00 am to 6:00 pm** or write to helpdesk.allhcre@nta.ac.in for the Private Secretary Grade-I Recruitment Examination-2026.
- 12.1.6.** The candidates are advised to read the instructions on the Admit Card carefully and follow them during the conduct of the Examination.
- 12.1.7.** In case of any discrepancy in the particulars of the candidate or his/her photograph and signature shown in the Admit Card and Confirmation Page, the candidate may immediately approach the **Help Line between 10:00 am to 6:00 pm or raise the grievance through email at helpdesk.allhcre@nta.ac.in.**

12.2 Important Instructions for Candidates

- 12.2.1** Candidates are advised to go through instruction printed on Admit Card carefully before going for the Examination and follow them strictly.
- 12.2.2** Candidates MUST bring the following documents on the day of Examination at the Examination Centre.

Candidates who do not bring these will not be allowed to appear in the examination.

- i. Legible print copy of Admit Card downloaded from official websites.*
- ii. Two passport size photographs (same as uploaded on the Online Application Form) for pasting on the specific space in the attendance sheet at the Centre during the Examination.*
- iii. The Govt. ID Proof of Document (must be original and valid/non-expired), through which the candidate has identified himself at the time of registration of online application.*
- iv. Any one of the Govt. additional ID proof document (must be original and valid/non-expired) viz. Adhaar Card, Voter I.D Card, Driving License, Passport, PAN Card, Bank's Passbook with attested Photograph thereon.*

12.2.3 Candidates should not be in possession of any material listed in the list of prohibited material.

12.2.4 Candidates are not allowed to carry any baggage inside the Examination Centre. NTA / High Court / Test Centre will not be responsible for any belongings stolen or lost.

12.2.5 The candidates shall report to the Examination Centre at the time mentioned on the Admit Card to avoid last minute rush. No entry will be allowed after the closing of gate.

12.2.6 Candidates may note that late entry to the Examination premises is not permitted under any circumstances. NTA shall not be responsible for any delayed arrival of the candidate in reaching the centre due to any reason. Candidates are advised to familiarize themselves with the location of test centre and plan travel time accordingly.

12.2.7 **Biometric information of all the candidates shall be captured.** Identity checks will be made upon arrival at the Examination Centre to ensure that there are no unauthorized candidates appearing for the Examination. Candidates are required to co-operate with the security personnel for security checks.

12.2.8 The candidate must show, on demand, the Admit Card for entry in the Examination room/hall. A candidate who does not possess the valid Admit Card shall not be allowed to enter the Examination Centre.

12.2.9 Candidates should take their seats immediately after opening of the Examination Hall on their allotted seat. If not, they are likely to miss some of the general instructions to be announced in the Examination Labs/Rooms/Halls. The NTA shall not be responsible for any delay.

12.2.10 **Any candidate found to have changed lab/room/hall or the seat on his/her own other than allotted may be considered as a case of Unfair Means and the candidature may be cancelled.**

12.2.11 The candidate must sign and paste the photograph on the Attendance Sheet at the appropriate place.

- 12.2.12** The candidate should ensure that the question paper available on the computer is as per the opted Examination indicated in the Admit Card. In case, the subject of question paper is other than the opted examination, the same may be brought to the notice of the Invigilator concerned.
- 12.2.13** All calculations/writing work are to be done only in the rough sheet provided at the Centre in the Examination Room/Hall/Lab and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall, after putting their Roll no.
- 12.2.14** No candidate, without the special permission of the Centre Superintendent or the Invigilator concerned, will leave his/her seat or Examination Room/Hall until the full duration of the Examination is over. Candidates must follow the instructions strictly as instructed by the Centre Superintendent/Invigilators.
- 12.2.15** Please note that only registered candidates will be allowed in the Examination Centre. Friends or relatives accompanying the candidates shall not be allowed entry in the Examination Centre under any circumstances and will not be allowed to contact the candidate while the Examination process is going on.
- 12.2.16** Candidate shall appear at their own cost at the Centre on Date and Time as indicated on their Admit Card. No TA, DA or any accommodation facility will be admissible for appearing in Private Secretary Grade-I Recruitment Examination-2026.
- 12.2.17** The candidates are to be governed by the Rules and Regulations/Instruction of the NTA with regard to their conduct in the Examination Hall/Room/Lab. All cases of Unfair Means will be dealt under the UP Public Examinations (Prevention of Unfair Means) Act, 2024 and / or the Public Examinations (Prevention of Unfair Means) Act, 2024.
- 12.2.18 Applications of candidates submitting false and fabricated information may be rejected and such candidates may be also further debarred from appearing in future Examinations conducted by The Hon'ble High Court of Judicature at Allahabad/NTA.**
- 12.2.19** The Hon'ble High Court of Judicature at Allahabad/NTA reserves the right to withdraw permission, granted inadvertently if any, to any candidate who is not eligible to appear in Private Secretary Grade-I Recruitment Examination-2026 even though the Admit Card had been issued.
- 12.2.20** In case of any ambiguity in interpretation of any of the instructions/ terms/ rules/criteria regarding determination of Eligibility/Conduct of Examination/ Registration of Candidates/Information contained therein, the interpretation of The Hon'ble High Court of Judicature at Allahabad shall be final and binding

12.3. Prohibited Materials

- Candidates are not allowed to carry any mobile phone, textual material, Calculators, DocuPen, Slide Rules, Log Tables and Electronic Watches, printed or written material, bits of papers, mobile phone, Blue-tooth devices, pager or any other electronic gadget/ device etc in the Examination / Test Centre.
- The candidates are prohibited to bring any kind of electronic gadgets/device in the examination room/hall.
- If any candidate is in possession of any of the above item, his/ her candidature will be treated as Unfair Means and lead to cancellation of the current examination and may also debar the candidate for future examination(s) and the material will be seized.
- Smoking, chewing gutka, spitting etc. in the Examination Room/Hall is strictly prohibited.
- Candidates are NOT allowed to carry Instruments, Geometry or Pencil box, Handbag, Purse, any kind of Paper/ Stationery/ Textual material (printed or written material), Eatables (loose or packed), Mobile Phone/ Earphone/ Microphone/ Pager, Calculator, DocuPen, Slide Rules, Log Tables, Camera, Tape Recorder, Electronic Watches with facilities of calculator, any metallic item, ornaments or electronic gadgets/ devices in the Examination Hall / Room. Smoking, chewing gutka, spitting etc. in the Examination (Room/Hall/Lab etc.) is strictly prohibited.

Note: Diabetic students will be allowed to carry eatables like sugar tablets / fruits (like banana / apple / orange) and transparent water bottle to the examination hall. However, they will not be allowed to carry packed foods like chocolate / candy / sandwich etc.

- 12.4. Possession by a candidate of any of the above-mentioned barred items will be treated as an act of Unfair Means (UFM) and may lead to cancellation of his/her candidature in the Examination and may also involve debarring the candidate for future examination(s), subject to the final decision of The Hon'ble High Court of Judicature at Allahabad. He / She may also be proceeded with as per Law.

CHAPTER 13

UNFAIR MEANS PRACTICES AND BREACH OF EXAMINATION RULES

13.1. Definition

Unfair Means (UFM) Practice is an activity that allows a candidate to gain an unfair advantage over other candidates. It includes, but is not limited to:

- i. *Being in possession of any item or article which has been prohibited or can be used for unfair practices including any stationery item, communication device, accessories, eatable items, ornaments or any other material or information relevant or not relevant to the Examination in the paper concerned;*
- ii. *Using someone to write Examination on his / her behalf (impersonation) or preparing material for copying;*
- iii. *Writing the Exam at an Exam Centre other than the one allotted to him / her.*
- iv. *Violating Examination rules or any direction issued by NTA in connection with this exam;*
- v. *Assisting other candidate to engage in malpractices, giving or receiving assistance directly or indirectly of any kind or attempting to do so;*
- vi. *Contacting or communicating or trying to do so with any person, other than the Examination Staff, during the Examination time in the Examination Centre;*
- vii. *Threatening any of the officials connected with the conduct of the Examination or threatening any of the candidates;*
- viii. *Using or attempting to use any other undesirable method or means in connection with the examination;*
- ix. *Manipulation and fabrication of online documents viz. Admit Card, Rank Letter, Self-Declaration, etc.;*
- x. *Forceful entry in /exit from Examination Centre/Hall;*
- xi. *Use or attempted use of any electronic device after entering the Examination Centre;*
- xii. *Affixing/uploading of wrong/morphed photographs/signatures on the Application Form/Admit Card/Proforma;*
- xiii. *Creating obstacles in smooth and fair conduct of examination.*
- xiv. *Any other malpractices declared as Unfair Means in the Public Examinations (Prevention of Unfair Means) Act, 2024 and UP Public Examinations (Prevention of Unfair Means) Act, 2024.*






13.2 Punishment for using Unfair means (UFM) Practices

During the course of or before or after the examination, if a candidate is found indulged in any of the practices as defined above, he/she shall be **deemed to have used Unfair means practice(s) and booked under UNFAIR MEANS (U.F.M.) Case. The candidate may be debarred in future and may also be liable for criminal action and /or any other action as decided by competent authority.**

CHAPTER 14

FOR APPEARING IN COMPUTER BASED TEST (CBT)

- 14.1** A computer terminal (node) indicating Roll Number will be allocated to each candidate. Candidates should find and sit on their allocated computers only. Any candidate found to have changed room/hall or the computer on their own rather than the one allotted would be liable to cancellation of candidature and no plea in this regard would be entertained.
- 14.2** The computer terminal allotted to the candidate will display Welcome login screen, Candidate's photograph. For login, the candidate will have to enter login-ID and password.
- 14.3** After logging in, the candidate shall be able to see the detailed instructions for the examination. Candidates are advised to go through the instructions carefully regarding the type of questions and Marking Scheme. At the designated time of start of the examination, the candidates will be able to proceed and see the questions on the computer screen.
- 14.4** The keyboard attached to the computer, if any, will be disabled during the entire duration of the Part-A of Stage-I examination. Depending on the type of question, the answers to questions can either be entered by clicking on the virtual on-screen keyboard (numeric or otherwise) using the computer mouse or by clicking the chosen option(s) using the computer mouse.
- 14.5** Candidates will have the option to change/modify answers already entered anytime during the entire duration of the examination.
- 14.6** Candidates are advised to check the keyboard/mouse before the exam and get it replaced if it is not working. If your computer crashes / malfunctioned during the test, inform the invigilator immediately. If required, the computer system will be changed. There will be no loss of time as the timer on the new system will pick up where the old one crashes / malfunctioned.
- 14.7** The on-screen computer clock counter of every candidate will be set at the server. The countdown timer in the top right side of computer screen will display the time remaining (in minutes) available for the candidate to complete the examination. When the timer reaches zero, the examination will end by itself. At that time Candidate will not be required to end or submit the examination.
- 14.8** The Question Palette displayed on the right side of screen will show the status of each question using one of the following text/color codes/symbols.

-  - Questions not viewed
-  - Questions attempted
-  - Questions not attempted but viewed
-  - Question answered and Mark for Review
-  - Questions not attempted but viewed and Mark for Reviewed.

- 14.9** The question(s) “Answered and Marked for Review” status for a question indicates that candidate would like to have a relook at that question again. A candidate has the option of answering a question and simultaneously placing it under “Marked for Review”, these answers will be considered for evaluation. However, if a candidate has simply put “Marked for Review” for a question without answering it, the corresponding question ‘Marked for Review’ without an answer will not be considered for evaluation. It may be noted that a candidate can return to any “Marked for Review” question any time during the examination by clicking on the corresponding question number icon displayed on the Question Palette of the corresponding section.
- 14.10** Candidate can click on an arrow/symbol which appears to the left of question palette to collapse the question palette thereby maximizing the question viewing window. To view the question palette again, candidate can click on arrow/symbol which appears on the right side of question window.
- 14.11** Candidate can click to navigate to the bottom and to navigate to the top of the question area, without scrolling. Using the computer mouse the candidate can scroll up and down the question viewing area for viewing the entire question.
- 14.12** Blank Sheets for doing rough work/calculations shall be provided to the candidates. The Blanks Sheets would have a Header page for the candidates to write down his/her Name and Roll Number. All calculations/writing work are to be done only in the Blank Sheets provided at the Centre in the Examination Room/Hall and on completion of the test, candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall.

14.13 Navigating to a Question

14.13.1 To navigate between questions within a Paper, candidate needs to do the following:

- i. Click on the question number in the Question Palette at the right of the screen to go to that numbered question directly. Note that using this option does NOT save the answer to the currently displayed question.

- ii. Click on “Next” to save the answer of any question. Clicking on “Next” will save the answer for the current question and the next question will be displayed on the candidate’s computer screen.
- iii. Click on “Flag” to mark a question for review (without answering it) and proceed to the next question.

14.14 Answering a Question

14.14.1 To navigate between questions within a Paper, candidate needs to do the following:

14.14.2 Procedure for answering a multiple-choice type question:

- (i) To select the option(s), click on the corresponding button(s) of the option(s).
- (ii) To deselect the chosen answer, click on the button of the chosen option again or click on the “Clear Response” button.
- (iii) To save the answer, the candidate MUST click on the “Next” button.
- (iv) To mark the question for review (without answering it), click on the “Flag” button.

14.15 Navigating through sections:

14.15.1 Sections in the question paper are displayed on the top bar of the screen. Questions in a section can be viewed by clicking on the section name. The section in which candidate is currently viewing will be highlighted.

14.15.2 After clicking the “Next” button on the last question for a section, candidate will automatically be taken to the first question of the next section.

14.15.3 Candidate can shuffle between sections and questions within sections any time during the examination as per the convenience only during the time stipulated.

14.15.4 Candidate can view the corresponding section summary as part of the legend that appears in every section above the question palette.

14.16 Procedure for answering questions that require inputs from on-screen virtual key board (numeric or otherwise):

14.16.1 Candidate will have to use the on-screen virtual keyboard (that would be displayed just below the question statement of these type of questions) and the attached computer mouse to enter his/her answer in the space provided for answer.

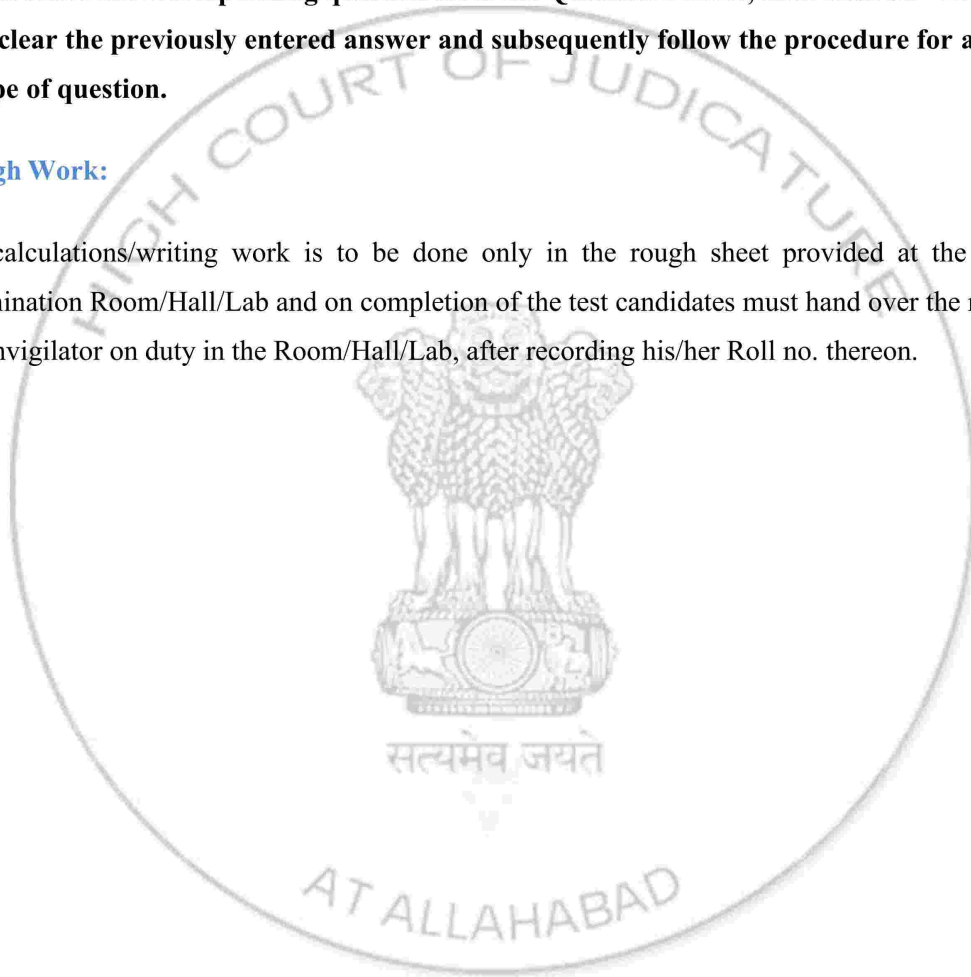
14.16.2 The answer can be changed, if required, anytime during the test. To save the answer, the candidate MUST click on the “Next” button.

14.16.3 To mark the question for review (without answering it), click on the “Flag” button.

Candidate will have the option to change previously saved answer of any question, anytime during the entire duration of the test. To change the answer to a question that has already been answered, first select the corresponding question from the Question Palette, then click on “Clear Response” to clear the previously entered answer and subsequently follow the procedure for answering that type of question.

14.17 Rough Work:

All calculations/writing work is to be done only in the rough sheet provided at the Centre in the examination Room/Hall/Lab and on completion of the test candidates must hand over the rough sheets to the invigilator on duty in the Room/Hall/Lab, after recording his/her Roll no. thereon.



Chapter- 15

MISCELLANEOUS PROVISIONS

15.1. Caution Notice

15.1.1. Candidates are advised to refer to NTA website: <https://exams.nta.nic.in/allhcre/> or website of the High Court of Judicature at Allahabad: <http://www.allahabadhighcourt.in> and the abridged advertisement in the newspaper issued by the High Court of Judicature at Allahabad for authentic information and periodic updates made thereon regarding the Private Secretary Grade-I Recruitment Examination - 2026 of the Hon'ble High Court of Judicature at Allahabad;

15.1.2. Candidates are advised not to be allured by any claim of any party or person for getting them qualified in Private Secretary Grade-I Recruitment Examination- 2026 of the Hon'ble High Court of Judicature at Allahabad.

15.2. Non-Disclosure Agreement (NDA)

15.2.1. The Private Secretary Grade-I Recruitment Examination - 2026 of the Hon'ble High Court of Judicature at Allahabad are proprietary Examination(s). Hence, the contents of these Examination(s) are confidential, proprietary and are owned by NTA/High Court of Judicature At Allahabad and explicitly prohibits any organization/institution/undertaking/entity or any candidate or any other person from publishing, reproducing or transmitting any or some contents of this test, in whole or in part, in any form or by any means, verbal or written, electronic or mechanical or through Hangouts, Blogs etc. using either one's own account or proxy account(s), for any purpose.

15.2.2. By registering for the Private Secretary (PS) Grade-I Recruitment Examination 2026 of the Hon'ble High Court of Judicature at Allahabad, candidates are covered by Non-Disclosure Agreement (NDA). As per NDA, candidates cannot disclose any question or contents of question paper in part or otherwise with any person or party or website or such other media/publication. Any act in breach of the NDA shall be liable for penal action as per law. Kindly note that this is a punishable offence and shall lead to cancellation of candidature.

Violation of any act or breach of the same shall be liable for penal action as per Law and cancellation of the candidature of the applicant for future examinations, subject to the final decision of the Hon'ble High Court of Judicature at Allahabad.

15.3. Query Redressal System

15.3.1 A registered Candidate can send his/her genuine query / grievance (if any) relating to the Recruitment Examination for the Post of Private Secretary Grade-I, through e-mail to: helpdesk.allhcre@nta.ac.in with the following details:

- a) Application No.:
- b) Post Applied for:
- c) Name of the Candidate:
- d) Precise Query / Grievance:
- e) Contact Details of the Candidate:

15.3.2 Only relevant queries received at: helpdesk.allhcre@nta.ac.in only from the registered email of the candidate concerned will be replied within 07 working days from the date of receipt of query/ grievance.

15.3.3 The Registered Candidate(s) are advised to use the email facility for speedy response.

15.4. Correspondence with NTA

15.4.1. Only genuine & relevant correspondences shall be addressed through email to: helpdesk.allhcre@nta.ac.in only.

15.4.2. Any correspondence/query/grievance which is ambiguous, anonymous, frivolous, vague, repetitive and irrelevant shall not be entertained.

15.4.3. The following information shall not be revealed by phone or email:

- i. Internal documentation/status.
- ii. Internal decision-making process of NTA or of The Hon'ble High Court of Judicature at Allahabad. Any claim or counter claim in this respect is not entertainable.
- iii. Date & venue of any Internal Meeting or name of any Officer/ Official dealing with it, either of NTA or The Hon'ble High Court of Judicature at Allahabad.
- iv. Any other information which in the opinion of NTA or The Hon'ble High Court of Judicature at Allahabad cannot be revealed.

15.5. Legal Jurisdiction

All disputes pertaining to the conduct of the Allahabad High Court Recruitment Examination including Results shall fall within the jurisdiction of Allahabad only.

The Director of the NTA dealing with this Examination shall be the official by whose designation the NTA may sue or be sued.

REPLICA OF ONLINE APPLICATION FORM



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



Home



LOGIN TO ACCESS YOUR ACCOUNT, COMPLETE NEW REGISTRATION AND DOWNLOAD IMPORTANT INFORMATION & INSTRUCTIONS TO STAY UPDATED.



STEPS TO APPLY ONLINE

- Apply for online registration
- Fill online Application Form
- Pay Examination Fee
- Download Confirmation Page

Download Information Bulletin



Register yourself for the above-mentioned examination

Register your profile by giving personal details, contact details and address

New Registration >>



Already registered Candidate

Enter your Application Number and Password to Login and continue with your application.

Login >>

HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026

- 1** Registration ————— **2** Application Form ————— **3** Fee Payment

Instructions and Procedure for online submission of Application Form

[Download Detailed Advertisement](#)

1. Please read the Instructions, procedure and complete advertisement with Instructions carefully before you start filling the Application Form.
2. Please ensure your eligibility as per the criteria laid down for the Post of Private Secretary Grade-I in the Detailed Advertisement for the Private Secretary Grade-I Recruitment Examination 2026.

3. Examination Fees

The fee (in Indian Rupees) for Private Secretary Grade-I Recruitment Examination-2026 is as follows:

EXAMINATION FEE DETAIL	
Unreserved and OBC	SC, ST, EWS candidates of UP
Rs. 1900/- (Rs. One thousand nine hundred only)	Rs. 1700/- (Rs. One thousand seven hundred only)

- Processing charges and Goods & Services Tax (GST), if applicable, will be charged extra by the Bank, which the applicant shall have to pay**
4. The fee is to be deposited through Net Banking/Debit/Credit Card/UPI.
 5. **Application Procedure: Steps to be followed to apply online.**
 - Step 1: Register for Online Application Form** and note down system generated **Application Number**. The candidate should supply all the details while filling the Online Application Form and is also required to create **PASSWORD** and choose **Security Question** and enter his/her **Answer**. After successful submission of the personal details, Application number will be generated and it will be used to complete the remaining Steps of the Application Form and will also be required for all future correspondence. For subsequent logins, candidate will be able to login directly with the respective system generated **Application Number** and created **Password**.
 - Step 2: Complete the Application Form** : Candidate can login with the system generated Application Number and created Password for completing the Application Form.
 - Step 3: Upload Scanned Images of Candidate Photograph, Left Thumb Impression, Signature, Category Certificate, 10th Certificate, Employment Certificate (Optional) :**
 1. Scanned photograph, Thumb Impression and signature should be in JPG format.
 2. Size of scanned photograph should be between 10 kb to 200 kb.
 3. Size of scanned Left Thumb Impression should be between 10 kb to 200 kb.
 4. Size of scanned signature should be between 10 kb to 100 kb.
 5. **The photograph must be coloured with name & date of capturing of the photograph". (In jpg/ jpeg file, size 10KB-200KB) .**
 6. Scanned image of photograph clearly showing complete face from chin to head having straight eye contact with the camera with both ears visible in appropriate contrast on light shade plain background without any kind of sunglasses/spectacles.
 7. Size of the scanned copy of 10th Certificate between 50 kb to 300 kb.
 8. Size of the scanned copy of category certificate between 50 kb to 300 kb (as applicable).
 9. Size of the scanned copy of Employment certificate between 50 kb to 300 kb (as applicable).
 - Note:** Upload the correct Photograph, Thumb Impression and Signature as the facility for correction in Images will not be given.
 - Step 4: Pay Examination Fee using Net Banking/Debit/Credit Card/UPI :**

After completing Step 1, Step 2 and Step 3, the candidates have to pay the requisite fees. The fees can be paid only through online mode using Net Banking, Credit Card, Debit Card and UPI. Processing charges and GST as applicable are chargeable to the candidates (in addition to the fees) by the concerned Bank/Payment Gateway Integrator.

After successful payment, candidate will be able to print the Confirmation Page. In case, the Confirmation Page is not generated after payment of fee then the transaction is cancelled and the candidates have to approach the concerned bank for refund of amount. However, the candidate has to make another payment/transaction, in case the Confirmation Page is not generated.
6. **Important Instructions about PASSWORD :**
 - During registration, candidate will be required to choose **PASSWORD** and **Security Question** and its **Answer**. Candidate is advised to remember his/her password for all future logins.
 - The Password must be as per the following Password policy.
 1. Password must be 8 to 13 character long.
 2. Password must have at least one Upper case alphabet.
 3. Password must have at least one Lower case alphabet.
 4. Password must have at least one numeric value.
 5. Password must have at least one special characters eg. !@#%&*'-.
 - For subsequent logins, candidate will be able to login directly with his/her respective system generated Application Number and the chosen Password.
 - Candidate is advised not to disclose or share his/her password with anybody. Neither NTA nor NIC nor High Court of Judicature at Allahabad will be responsible for violation or misuse of the password of a candidate.
 - Candidate can change his/her passwords after login, if desired.
 - Candidate should remember to log out at the end of his/her session so that the particulars of the candidate cannot be tampered or modified by any unauthorized person(s).
7. **How to reset your Password :** The following options are available to reset Password
 1. Using Security Question & its Answer you chosen during Form filling .
 2. Using a verification code sent via text message (SMS) to your Registered Mobile No.
 3. Using a reset link sent via Email to your Registered Email address.
8. The Application Number printed on the computer generated Confirmation Page must be mentioned in all such correspondences. It is therefore essential to note down the application number printed on the Confirmation Page.

NOTE:-Please fill the Application Form carefully as the facility for Correction will be give to limited fields only.

Please read the Instructions carefully and give your consent for below mentioned declaration

- I hereby declare that I have downloaded the Detailed Advertisement of Private Secretary Grade-I Recruitment Examination 2026, read and understood all the Instructions therein as well as those mentioned above and will fill up the online Application Form for Private Secretary Grade-I Recruitment Examination 2026 accordingly. I shall abide by terms and conditions mentioned above as well as laid down in the Detailed Advertisement.

[Click here to Proceed](#)

HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026

Personal Details

Please fill details as printed on Class 10th Passing Certificate / Marksheet issued by recognized School Examination Board.

Candidate Name	<input type="text"/>
Father Name	<input type="text"/>
Mother Name	<input type="text" value="Manju"/>
Date of Birth	<input type="text" value="09"/> <input type="text" value="July (07)"/> <input type="text" value="1998"/>
Gender	<input type="text" value="Male"/>

Candidate's Name
Candidate's Name must exactly be as entered in High School/ 10th. Abbreviations like Mr. Mrs., Miss, Late Dr. etc should not be written while filling Name.

Confirm Personal Details

Confirm Candidate Name	<input type="text"/>
Confirm Father Name	<input type="text"/>
Confirm Mother Name	<input type="text" value="Manju"/>
Confirm Date of Birth	<input type="text" value="09"/> <input type="text" value="July (07)"/> <input type="text" value="1998"/>
Confirm Gender	<input type="text" value="Male"/>

Contact Details

Address 1	<input type="text" value="C 66 KRISHNA NAGAR"/>
Address 2(Optional)	<input type="text"/>
Police Station	<input type="text" value="Krishna Nagar"/>
Country	<input type="text" value="India"/>
State	<input type="text" value="DELHI"/>
District	<input type="text" value="EAST DELHI"/>
Pin Code	<input type="text" value="110051"/>

Electronic Communication Address

Please enter correct Email Id and Mobile Number as OTP will be shared on these for verification.

Active E-mail Id	<input type="text"/>
Confirm Email Address	<input type="text"/>
Mobile No.	<input type="text" value="91"/> <input type="text"/>
Confirm Mobile Number	<input type="text" value="91"/> <input type="text"/>
Telephone No. (Optional)	<input type="text"/>

Permanent Address

Same As Present Address

Choose Password

Password


Confirm Password

Security Question

Security Answer

CAPTCHA

Enter CAPTCHA as shown below (case sensitive)

CAPTCHA 

Audio CAPTCHA

I have verified all personal details submitted.

Contact Details

Address 1:	C 66 KRISHNA NAGAR	Address 2(Optional):	
Police Station:	Krishna Nagar	Country:	India
State:		District:	EAST DELHI
Pin Code:	110051	Active E-mail Id:	
Mobile No. :		Telephone No.(Optional):	--

Permanent Address

Address 1:	C 66 KRISHNA NAGAR	Address 2(Optional):	
Police Station:	Krishna Nagar	Country:	India
State:	DELHI	District:	EAST DELHI
Pin Code:			

मैंने प्रस्तुत किए गए इलेक्ट्रॉनिक संचार, प
I have verified Electronic Communic

Account Details

Security Question: What is the name of school? (Not shown due to security reasons)

Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of appointment or at any stage in future, will result in the cancellation of candidature. I have read the Detailed Advertisement and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein.

I Agree

Review Page !!

PLEASE REVIEW THE INFORMATION CAREFULLY BEFORE THE FINAL SUBMISSION. IF YOU WOULD LIKE TO CHANGE ANY INFORMATION FILLED, YOU MAY DO SO BY CLICKING **'EDIT REGISTRATION FORM'** BUTTON OR CLICK **'SUBMIT AND SEND OTP'** BUTTON FOR FINAL SUBMISSION.

Review Page - Online Registration Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by pressing 'EDIT REGISTRATION FORM' button or press 'SUBMIT AND SEND OTP' button.

Personal Details

Candidate Name:		Father Name:	
Mother Name:	MANJU	Date of Birth:	09-07-1998
Gender :	Male		
<input checked="" type="checkbox"/> मैंने प्रस्तुत किए गए सभी व्यक्तिगत विवरणों की जाँच कर ली है। I have verified all personal details submitted.			

Contact Details

Address 1:	C 66 KRISHNA NAGAR	Address 2(Optional):	
Police Station:	Krishna Nagar	Country:	India
State:	DELHI	District:	EAST DELHI
Pin Code:	110051	Active E-mail Id:	
Mobile No. :		Telephone No.(Optional):	--

Permanent Address

Address 1:	C 66 KRISHNA NAGAR	Address 2(Optional):	
Police Station:	Krishna Nagar	Country:	India
State:	DELHI	District:	EAST DELHI
Pin Code:	110051		
<input checked="" type="checkbox"/> मैंने प्रस्तुत किए गए इलेक्ट्रॉनिक संचार, वर्तमान और स्थायी पते से संबंधित सभी विवरणों की जाँच कर ली है। I have verified Electronic Communication, Present and Permanent Address details submitted.			

Account Details

Security Question:	What is the name of your first school?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)
--------------------	--	------------------	-------------------------------------	-----------	-------------------------------------

Declaration

I hereby declare that all the particulars given by me in this form are true to the best of my knowledge and belief and any mistake / misinformation, detected at the time of appointment or at any stage in future, will result in the cancellation of candidature. I have read the Detailed Advertisement and understood all the procedures. In case I furnish any false information, my result will not be declared/ my candidature will automatically stand cancelled. I shall abide by terms and conditions therein.

I Agree

EDIT Registration Form

Submit and send OTP to verify Mobile Number

Review Page - Online Registration Form

Press '**SUBMIT-REGISTRATION FORM**' button for final submission of Registration Form.

Personal Details

Candidate Name:	[REDACTED]	Father Name:	[REDACTED]
Mother Name:	MANJU	Date of Birth:	09-07-1998
Gender :	Male		

मैंने प्रस्तुत किए गए सभी व्यक्तिगत विवरणों की जाँच कर ली है।
I have verified all personal details submitted.

Contact Details

Address 1:	C 66 KRISHNA NAGAR	Address 2(Optional):	
Police Station:	Krishna Nagar	Country:	India
State:	DELHI	District:	EAST DELHI
Pin Code:	110051	Active E-mail Id:	[REDACTED]
Mobile No. :	[REDACTED]	Telephone No.(Optional):	--

Permanent Address

Address 1:	C 66 KRISHNA NAGAR	Address 2(Optional):	
Police Station:	Krishna Nagar	Country:	India
State:	DELHI	District:	EAST DELHI
Pin Code:	110051		

मैंने प्रस्तुत किए गए इलेक्ट्रॉनिक संचार, वर्तमान और स्थायी पते से संबंधित सभी विवरणों की जाँच कर ली है।
I have verified Electronic Communication, Present and Permanent Address details submitted.

Account Details

Security Question:	What is the name of your first school?	Security Answer:	(Not shown due to security reasons)	Password:	(Not shown due to security reasons)
--------------------	--	------------------	-------------------------------------	-----------	-------------------------------------

System just sent an OTP via text message (SMS) to Given Mobile No.

Enter One Time Password(OTP) (Sent on given Mobile Number - 8130901323)

1	2	3	4	5	6
---	---	---	---	---	---

Note: If the OTP hasn't been delivered to your mobile yet, please wait for 3 minutes. If you still haven't received it, click on [Resend OTP](#)

to have the One-Time Password (OTP) sent to your mobile number once again.

[Submit-Registration Form](#)



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



Name: ████████ Application No : 266510000028

Activities

- Registration Form
- Fee Payment
- Application Form View

Verify Mobile No. & Email Id

- Mobile No.- Verified
- Verify Email Id

Current Status

Registration Form	<input checked="" type="radio"/> Completed
Mobile Number Verification	<input checked="" type="radio"/> Completed
Email Id Verification	<input type="radio"/> Pending
Fee Payment	<input type="radio"/> Pending
Application Form View	<input type="radio"/> Pending

Your registration for the Post of PRIVATE SECRETARY (PS) GRADE- I at the HIGH COURT OF JUDICATURE AT ALLAHABAD is complete. Your application form will remain incomplete till you fill all the fields of application form. Please note down the Application No. for future references.

Application Number : **266510000028**

Kindly complete the application form by clicking on the button below.

[Fill Up Application Form](#)

Name: ████████ Application No : 266510000028

Application Form Steps

- 1. Contact Details
- 2. Personal Details
- 3. Identity Details
- 4. Apply For
- 5. Qualification Details
- 6. Additional Details
- 7. Employment Details
- 8. Capture Live Photograph
- 9. Document Upload
- 10. Final Submit

Application Status

1. Contact Details	<input checked="" type="radio"/> Completed
2. Personal Details	<input type="radio"/> Pending
3. Identity Details	<input type="radio"/> Pending
4. Apply For	<input type="radio"/> Pending
5. Qualification Details	<input type="radio"/> Pending
6. Additional Details	<input type="radio"/> Pending
7. Employment Details	<input type="radio"/> Pending
8. Capture Live Photograph	<input type="radio"/> Pending
9. Document Upload	<input type="radio"/> Pending
10. Final Submit	<input type="radio"/> Pending

Application Number : **266510000028**

Click on the button below to proceed further and complete your application form.

[Personal Details](#)



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

Home Change Password Logout



Name: [REDACTED] Application No : 266510000028

Application Form Steps

- 1. Contact Details
- 2. Personal Details
- 3. Identity Details
- 4. Apply For
- 5. Qualification Details
- 6. Additional Details
- 7. Employment Details
- 8. Capture Live Photograph
- 9. Document Upload
- 10. Final Submit

Personal Details

Candidate Name

Date of Birth

Gender

Father Name

Mother Name

Nationality

Candidate who is Tibetan refugee who came over to India before 1st January, 1972, must have a certificate of eligibility issued by the State Government and will be required to obtain a certificate of eligibility granted by the Deputy Inspector General of Police, Intelligence Branch, Uttar Pradesh.

Candidate who is person of Indian origin and has migrated from Pakistan, Myanmar, Sri Lanka and East African Countries of Tanzania (formerly Tanganayika and Zanzibar) must have a certificate of eligibility issued by the State Government

Are you Original Resident/Domicile of State of U.P. ?

Category

Confirm Category

Are you Physically Handicapped (P.H.) of U.P. ?

Are you Sports person of U.P. ?

Are you U.P. Ex-Servicemen (E.S.M.) ?

Are you Dependent of Freedom Fighter (D.F.F.) ?

Marital Status

Government Servant of the State of Uttar Pradesh ?

Have You ever been 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 ?

CAPTCHA

Enter CAPTCHA as shown below
(case sensitive)

CAPTCHA



Audio CAPTCHA



Save & Next



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellence in Assessment

Home

Change Password

Logout



Name: [REDACTED] Application No : 26651000028

Application Form Steps

1. Contact Details
2. Personal Details
3. Identity Details
4. Apply For
5. Qualification Details
6. Additional Details
7. Employment Details
8. Capture Live Photograph
9. Document Upload
10. Final Submit

आधार विवरण (Aadhaar Details)

आवेदन संख्या (Application No.) : [REDACTED]

अभ्यर्थी का नाम (Candidate's Name) : [REDACTED]

लिंग (Gender) : [REDACTED]

अभ्यर्थी की जन्म तिथि (Candidate's Date of Birth) : [REDACTED]

I voluntarily agree to share my Aadhaar Number and I am aware that it will be used to establish my identity at various stages of the AHC PS GRADE-I Recruitment Examination 2026 by matching my personal identification details available in Aadhaar records of UIDAI. मैं स्वेच्छा से अपने आधार नंबर को साझा करने के लिए सहमत हूँ और मुझे पता है कि इसका उपयोग यूआईडीएआई के आधार रिकॉर्ड में उपलब्ध मेरे व्यक्तिगत पहचान विवरण से मिलान करके, (Hon'ble High Court of Judicature at Allahabad) AHC PS GRADE-I भर्ती परीक्षा 2026 के विभिन्न चरणों में मेरी पहचान स्थापित करने के लिए किया जाएगा।

Listen

आधार संख्या (Aadhaar Number) : [REDACTED]

आधार संख्या (Confirm Aadhaar Number) : [REDACTED]

नोट: सिस्टम आपको आधार संख्या प्रमाणीकरण के बाद नाम बदलने की अनुमति नहीं देगा। कृपया विवरणों की जांच करना सुनिश्चित करें और फिर आगे बढ़ें।

NOTE: System will not allow you to change Name after Aadhaar Number Authentication. Please ensure to check the details and then proceed further.

यदि आपके पास आधार नहीं है, तो अन्य पहचान विकल्प चुनने के लिए यहाँ [क्लिक करें](#)। (If you do not have Aadhaar, [Click Here](#) to select an alternate identification option.)

CAPTCHA

Enter CAPTCHA as shown below (case sensitive)

CAPTCHA

0GE990



Audio CAPTCHA

0:00 / 0:00

Submit



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



राष्ट्रीय परीक्षा एजेंसी
National Testing Agency
Excellency in Assessment

Home Change Password Logout

Name: Application No : 266510000028

Application Form Steps

- 1. Contact Details
- 2. Personal Details
- 3. Identity Details
- 4. Apply For**
- 5. Qualification Details
- 6. Additional Details
- 7. Employment Details
- 8. Capture Live Photograph
- 9. Document Upload
- 10. Final Submit

Apply For

Apply For

Private Secretary Grade-I

Do you possess a 'B' certificate of the National Cadet Corps ?

--Select--

Do you possess the required knowledge of English Shorthand and Type writing ?

--Select--

Do you possess the knowledge of English Shorthand and Typewriting with minimum speed of 100 and 40 words per minute, respectively ?

--Select--

Do you possess the knowledge of Data Entry, Word Processing and Computer Operation ?

--Select--

Have you served in the territorial army for the minimum period of two years ?

--Select--

CAPTCHA

Enter CAPTCHA as shown below (case sensitive)

CAPTCHA

186D97

Audio CAPTCHA

0:00 / 0:00

Save & Next

Name: Application No : 266510000028

Application Form Steps

- 1. Contact Details
- 2. Personal Details
- 3. Identity Details
- 4. Apply For
- 5. Qualification Details**
- 6. Additional Details
- 7. Employment Details
- 8. Capture Live Photograph
- 9. Document Upload
- 10. Final Submit

Educational Details

10th or equivalent (details as per Class 10th board marksheet) Qualification Details

Pass Status

Select

Year of Passing

Select

Course/Stream Name

Select

Name of Institution/Board/University

Select

Result Mode

Select

Institute Name & Address.

12th or equivalent (details as per Class 12th board marksheet) Qualification Details

9. Document Upload

10. Final Submit

12th or equivalent (details as per Class 12th board marksheet) Qualification Details

Pass Status Select	Year of Passing Select
Course/Stream Name Select	Name of Institution/Board/University Select
Result Mode Select	
Institute Name & Address. 	

Graduate Qualification Details

Pass Status Select	Year of Passing Select
Course/Stream Name Select	Name of Institution/Board/University Select
Result Mode Select	
Institute Name & Address. 	

Post Graduate Qualification Details

Pass Status Select	Year of Passing Select
Course/Stream Name Select	Name of Institution/Board/University Select
Result Mode Select	
Institute Name & Address. 	

Any Other Qualification Details

Pass Status Select	Year of Passing Select
Course/Stream Name Select	Name of Institution/Board/University Select
Result Mode Select	
Institute Name & Address. 	

CAPTCHA

Enter CAPTCHA as shown below (case sensitive)

CAPTCHA



Audio CAPTCHA



Save & Next



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



- Application Form Steps**
- 1. Contact Details
 - 2. Personal Details
 - 3. Identity Details
 - 4. Apply For
 - 5. Qualification Details
 - 6. Additional Details**
 - 7. Employment Details
 - 8. Capture Live Photograph
 - 9. Document Upload
 - 10. Final Submit

Other Details

Are you an employee of Central/State Government/P.S.U.?

Criminal Proceeding

Have you ever been tried, convicted or acquitted by Court of law ?

Whether any FIR / Criminal Complaint Case have ever been registered against you ?

FIR / Case Reference Details

CAPTCHA

Enter CAPTCHA as shown below (case sensitive)

CAPTCHA

Audio CAPTCHA

Save & Next

Name: [REDACTED] Application No : 26651000031

Employment Details

Are you a Central / State Government Employee ?

Please input details in chronological order starting from oldest.

Sr No.

Name of the Government Organization/Institution/Department

Organisation Type <input type="text" value="--Select--"/>	Designation <input type="text"/>	Employment Number/Employment ID <input type="text"/>
Pay Level <input type="text" value="--Select--"/>	Working From <input type="text"/>	Working Till <input type="text"/>

Till Date

CAPTCHA

Enter CAPTCHA (case sensitive)

CAPTCHA

Audio CAPTCHA

Save and Next



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



Home Change Password Logout



Name: [REDACTED] Application No : 26651000028

Application Form Steps

1. Contact Details
2. Personal Details
3. Identity Details
4. Apply For
5. Qualification Details
6. Additional Details
7. Employment Details
8. Capture Live Photograph
9. Document Upload
10. Final Submit

लाइव फोटोग्राफ लें (Take a live photograph)

कृपया लाइव फोटोग्राफ लेने से पहले नीचे दिए गए निर्देशों को ध्यानपूर्वक पढ़ें :

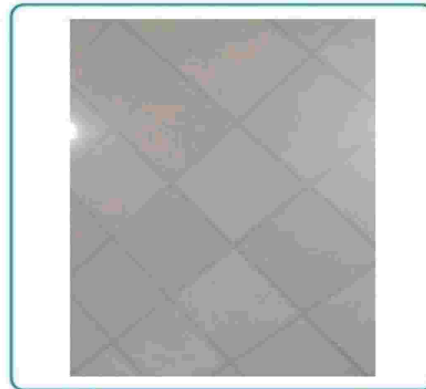
Please read the following instructions carefully to capture the live photograph :

1. जिस डिवाइस से आप आवेदन फॉर्म भर रहे हैं, उससे वेबकैम कनेक्ट करें। Live Camera बॉक्स में आपकी लाइव इमेज दिखाई देगी।
Connect your webcam to the device used for filling the application form. The Live Camera box will display your live image.
2. हल्की पृष्ठभूमि और उचित प्रकाश व्यवस्था सुनिश्चित करें। चित्र में केवल एक ही मानव चेहरा होना चाहिए, जो कम से कम चेहरे का 80% भाग घेरे।
Ensure a light background, proper lighting, single human face covering 80% of the face.
3. फोटो लेने के लिए "Capture Live Photograph" बटन पर क्लिक करें।
Click "Capture Live Photograph" to take the photo.
4. यदि फोटो सही है, तो "Upload Photograph" पर क्लिक करें। यदि सही नहीं है, तो दोबारा कैप्चर कर पुनः अपलोड करें।
If satisfied, click "Upload Photograph" to save it. If not, retake and upload again.
5. यदि आपका सिस्टम वेबकैम सपोर्ट नहीं करता है, तो दाईं ओर दिए गए QR कोड को स्कैन करें और अपने मोबाइल से फोटो कैप्चर व अपलोड करें। फोटो अपलोड होने के बाद "Refresh Captured Photo" पर क्लिक करें।
If your device doesn't support a webcam, scan the QR code on the right to capture and upload using your mobile. After uploading, click "Refresh Captured Photo."

14:47



लाइव कैमरा (Live Camera)



Capture Live Photograph

लाइव कैप्चर की गई फोटो (Captured Live Photograph)

Upload Photograph

Refresh Captured Photo

Name: Rajesh Application No : 26651000031

दस्तावेज़ अपलोड (Document Upload)

कृपया सुनिश्चित करें कि सभी अपलोड किए गए दस्तावेज़ नीचे दिए गए तालिका में उल्लिखित विनिर्देशों के अनुरूप हों।
Please ensure that all uploaded documents adhere to the specifications mentioned in the table below.

S.No.	Required Document	Document Specifications	Upload	Action	View
1	Photograph	Document Format: JPG/JPEG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen		Click here to view uploaded document
2	Left Hand Thumb Impression	Document Format: JPG/JPEG Min Size (KB): 10 Max Size (KB): 200	<input type="button" value="Choose File"/> No file chosen		Click here to view uploaded document
3	Signature	Document Format: JPG/JPEG Min Size (KB): 10 Max Size (KB): 100	<input type="button" value="Choose File"/> No file chosen		Click here to view uploaded document
4	Class 10th Certificate	Document Format: PDF Min Size (KB): 50 Max Size (KB): 300	<input type="button" value="Choose File"/> No file chosen		Click here to view uploaded document

CAPTCHA

Enter CAPTCHA as shown below (case sensitive)

AHC026

CAPTCHA

Audio CAPTCHA

42CN06

0:00 / 0:00

Save & Next

Name: Application No : 2665100

Review Page - Online Application Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by using 'Left Links' button or press 'FINAL SUBMISSION OF APPLICATION' button for final submission.

Personal Details

Candidate Name:
Date of Birth: 09-07-1998
Gender:
Father Name:
Mother Name:
Are you Original Resident/Domicile:
Category:
Are you Physically Handicapped:
Are you Sports person of U.P.?: Yes
Sports event as enshrined in Rule 23-A of Service Rules 1976: Cricket
Are you U.P. Ex-Servicemen (E.S.M.)?: No
Are you Dependent of Freedom Fighter (D.F.F.)?: No
Nationality: Indian
Marital Status: Unmarried
Government Employee of the State of Uttar Pradesh?: No

Review Page !!

Please review the following information before 'FINAL SUBMIT'
If you would like to change any information, please use the links provided on the 'Left menu bar'

Close



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



Home

Change Password

Logout



Review Page - Online Application Form

Review the following particulars carefully. If you would like to change any particulars entered, you may do so by using 'Left Links' button or press 'FINAL SUBMISSION OF APPLICATION' button for final submission.

Personal Details

Candidate Name:	
Date of Birth:	09-07-1998
Gender:	Male
Father Name:	
Mother Name:	MANJU
Are you Original Resident/Domicile of State of U.P. ?:	Yes
Category:	Unreserved
Are you Physically Handicapped (P.H.) of U.P. ?:	No
Are you Sports person of U.P. ?:	Yes
Sports event as enshrined in Rule 23-A of Service Rules 1976:	Cricket
Are you U.P. Ex-Servicemen (E.S.M.) ?:	No
Are you Dependent of Freedom Fighter (D.F.F.) ?:	No
Nationality :	Indian
Marital Status:	Unmarried
Government Servant of the State of Uttar Pradesh ?:	No
Have You ever been 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 ?:	No
पहचान सत्यापित (Identity Verified)	PAN Card Number ABCDE1234F
<input type="checkbox"/> मैंने प्रस्तुत किए गए सभी व्यक्तिगत विवरणों की जाँच कर ली है। I have verified all personal details submitted.	

Apply For

Apply For

Apply For:	Private Secretary/Grade-I
Do you possess a 'B' certificate of the National Cadet Corps ?:	No
Do you possess the required knowledge of English Shorthand and Type writing ?:	Yes
Do you possess the knowledge of English Shorthand and Typewriting with minimum speed of 100 and 40 words per minute, respectively ?:	Yes
Do you possess the knowledge of Data Entry, Word Processing and Computer Operation ?:	Yes
Have you served in the territorial army for the minimum period of two years ?:	No
<input checked="" type="checkbox"/> मैंने प्रस्तुत किए गए सभी परीक्षा शहर संबंधी विवरणों की जाँच कर ली है। I have verified all Examination City details submitted.	

10th or equivalent (details as per Class 10th board marksheet) Qualification Details

Pass Status : Passed	Year of Passing : 2015
Course/Stream Name : 10th or Equivalent	Name of Institution/Board/University : CENTRAL BOARD OF SECONDARY EDUCATION
Result Mode : Percentage	Obtained Marks : 400
Total Marks : 500	Marks(%) : 80
Institute Name & Address. : ABCDE	

12th or equivalent (details as per Class 12th board marksheet) Qualification Details

Pass Status : Passed	Year of Passing : 2017
Course/Stream Name : Commerce	Name of Institution/Board/University : CENTRAL BOARD OF SECONDARY EDUCATION
Result Mode : Percentage	Obtained Marks : 350
Total Marks : 500	Marks(%) : 70
Institute Name & Address. : ABCDE	

Graduate Qualification Details

Pass Status : Passed	Year of Passing : 2020
Course/Stream Name : Bachelor of Commerce	Name of Institution/Board/University : University of Delhi, Delhi-110007. (Central University)
Result Mode : Percentage	Obtained Marks : 775
Total Marks : 1350	Marks(%) : 57.41
Institute Name & Address. : ABCDE	

Post Graduate Qualification Details

Pass Status : Not Applicable	Year of Passing : 0
Course/Stream Name :	Name of Institution/Board/University :
Result Mode :	Institute Name & Address. :

Any Other Qualification Details

Pass Status : Not Applicable	Year of Passing : 0
Course/Stream Name :	Name of Institution/Board/University :
Result Mode :	Institute Name & Address. :

मैंने प्रस्तुत की गई सभी शैक्षिक जानकारी सत्यापित कर ली है।
I have verified all Education details submitted.

Other Details

Are you an employee of Central/State Government/P.S.U.?	No
---	----

Criminal Proceeding

Have you ever been tried, convicted or acquitted by Court of law ?:	No
Whether any FIR / Criminal Complaint Case have ever been registered against you ?:	No

Employment Details

Are you a Central / State Government Employee ? No

Contact Details




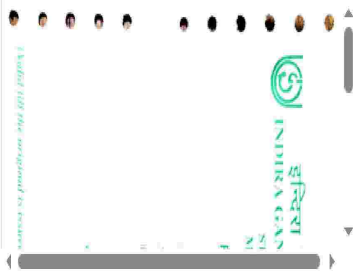
Address 1	C 66 KRISHNA NAGAR
Address 2	
Police Station	KRISHNA NAGAR
Country	India
State	DELHI
District	EAST DELHI
Pin Code	110051
Active E-mail Id	
Mobile No.	
Telephone No. (Optional)	NA

Permanent Address


Address 1	C 66 KRISHNA NAGAR
Address 2	
Police Station	KRISHNA NAGAR
Country	India
State	DELHI
District	EAST DELHI
Pin Code	110051

मैंने प्रस्तुत किए गए वर्तमान और स्थायी पते से संबंधित सभी विवरणों की जाँच कर ली है।
I have verified Present and Permanent Address details submitted.

Upload Scanned Files

Sr.No	Document	Display
1	Photograph	
2	Left Hand Thumb Impression	
3	Signature	
4	Class 10th Certificate	

कैप्चर किया गया फोटोग्राफ (Captured Live Photograph)

कैप्चर किया गया फोटोग्राफ (Captured Live Photograph)	
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Declaration

I hereby declare that I have filled up this online application after carefully reading the Detailed Advertisement and fully understanding the provision/procedures mentioned therein. I further declare that all the particulars given by me in this application are true to the best of my knowledge and belief. I agree that my result may be withheld/not declared or my candidature may stand cancelled, in case it is found at any point of time in future that false information has been furnished in this application. I shall abide by these terms and conditions as well as those laid down in the Detailed Advertisement, Public Notices and Advisories issued by AHC / NTA regarding this exam from time to time.

I Agree ✓

Final Submission of Application

Name: [REDACTED] Application No : 26651000031

Current Status

Registration Form	✔ Completed
Mobile Number Verification	✔ Completed
Email Id Verification	⊙ Pending
Fee Payment	⊙ Pending
Application Form View	✔ Completed

You have submitted application form for the POST OF PRIVATE SECRETARY (PS) GRADE- I at the HIGH COURT OF JUDICATURE AT ALLAHABAD.

Your application will be considered complete only after successful payment of application fee.
After payment of fee, you will not be able to edit the filled application details and documents uploaded.
You are required to pay the fee Rs. [REDACTED]

To make changes, click "Edit Application Form" After updating the details, click "Final Submit" Please note that the application will remain incomplete unless it is finally submitted.

Application Number : 26651000031

[Edit Application Form](#)

[Your Email Id yet to be verified. Click here to verify your Email Id first.](#)

Name: [REDACTED] Application No : 26651000031

Registered Email Id [REDACTED]

Enter CAPTCHA as shown below

CAPTCHA 030DS6

Audio CAPTCHA 0:00 / 0:00

[Submit & Get OTP](#) [Change Email Id](#)

[Home](#) [Change Password](#) [Logout](#)

Name: [REDACTED] Application No : 26651000031

System just sent a One Time Password (OTP) to your Registered Email Id

Registered Email Id [REDACTED]

Enter One Time Password (OTP) [8] [8] [7] [1] [2] [9]

[Verify](#)

Note: Didn't get the OTP on Email? Sometimes it can take up to 15 minutes. If it's been longer than that, Click [RESEND CODE](#) to resend an One Time Password (OTP) to your registered Email Id.



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



Home Change Password Logout

Name: [REDACTED] Application No : 266510000028

Activities

- Registration Form
- Fee Payment
- View Application Form

Verify Mobile No. & Email Id

- Mobile No.- Verified
- Email Id - Verified

Current Status

Registration Form	<input checked="" type="checkbox"/> Completed
Mobile Number Verification	<input checked="" type="checkbox"/> Completed
Email Id Verification	<input checked="" type="checkbox"/> Completed
Fee Payment	<input type="checkbox"/> Pending
Application Form View	<input checked="" type="checkbox"/> Completed

You have submitted application form for the POST OF PRIVATE SECRETARY (PS) GRADE- I at the HIGH COURT OF JUDICATURE AT ALLAHABAD.
Your application will be considered complete only after successful payment of application fee.

After payment of fee, you will not be able to edit the filled application details and documents uploaded.
You are required to pay the fee Rs. [REDACTED]

To make changes, click "Edit Application Form" After updating the details, click "Final Submit" Please note that the application will remain incomplete unless it is finally submitted.

Application Number : 266510000028

[Edit Application Form](#) [Pay Examination Fee Rs. \[REDACTED\]](#)

Home Change Password Logout

Name: [REDACTED] Application No : 266510000028

Mode of Payment

Activity : Examination Fee Payment

Select Mode of Payment

Online Payment

[Proceed for payment](#)

Note: The examination fee must be deposited through Debit/Credit Card/Net Banking

HIGH COURT OF JUDICATURE AT ALLAHABAD

PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026

This Payment Request will be expired within : 09:56 minute

User Details

Candidate Name	██████████	Fee Amount	██████████
Application Number	266510000028	Customer Id	26651000002801260307105306
Date of Birth	██████████		

Examination Fee Payment

Select Payment Provider : SBI MOPS (Debit Card/Credit Card/Net Banking/UPI of any bank)

Proceed for payment

Click here to [Cancel](#) this Transaction.

Welcome to SBlePay Lite
(formerly SBMOPS)

- ✓ e-Commerce flag should be enabled for Debit / Credit Card
- ✓ Correct Card No, CVV, expiry date to be entered
- ✓ Valid OTP to be entered
- ✓ Ensure to complete the payment transaction well within time limit

Net Banking

 **SBI Net Banking**
Bank Charges(₹): 5.00/- + GST per transaction

 **Other Bank Net Banking**
Bank Charges(₹): 5.00/- + GST per transaction

Card Payments

 **State Bank Debit Cards**
Bank Charges(₹): 0.0

 **Other Bank Debit Cards**
Bank Charges(₹): 0.0

 **Credit Cards**
Bank Charges(₹): 0.80 % of the value
+ GST per Transaction

Other Payment Modes

 **UPI**
Bank Charges(₹): 0.0



HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026



[Home](#) [Change Password](#) [Logout](#)

Name: [REDACTED] Application No : 266510000028

Activities

- Registration Form
- View Payment Details
- View Application Form

Download Confirmation Page

Download Confirmation Page

Verify Mobile No. & Email Id

- Mobile No.- Verified
- Email Id - Verified

Current Status

Registration Form	<input checked="" type="checkbox"/> Completed
Mobile Number Verification	<input checked="" type="checkbox"/> Completed
Email Id Verification	<input checked="" type="checkbox"/> Completed
View Payment Details	<input checked="" type="checkbox"/> Completed
Application Form View	<input checked="" type="checkbox"/> Completed

You have completed all the steps of online Application Form.
Now download the confirmation page.

Application Number : 266510000028

[Download Confirmation Page](#)

[Click here to send Confirmation Page on your registered e-mail id](#)

[Click here to download Confirmation Page](#)

[Click here to go back](#)

HIGH COURT OF JUDICATURE AT ALLAHABAD
PRIVATE SECRETARY GRADE-I RECRUITMENT EXAMINATION-2026
Confirmation Page



Application Number

266510000028



DO NOT SEND THIS PAGE TO NATIONAL TESTING AGENCY (NTA).

CANDIDATE IS REQUESTED TO RETAIN THE PRINTOUT OF CONFIRMATION PAGE FOR FUTURE REFERENCE.

Personal Details

Candidate Name	██████████	Date of Birth	██████████
Mother Name	██████████	Gender	██████████
Father Name	██████████	Nationality	Indian
Are you Original Resident/Domicile of State of U.P. ?	Yes		
Category	██████████		
Are you Physically Handicapped (P.H.) of U.P. ?	██████████		
Are you Sports person of U.P. ?	██████████		
Are you U.P. Ex-Servicemen (E.S.M.) ?	██████████		
Are you Dependent of Freedom Fighter (D.F.F.) ?	██████████		
Marital Status	██████████		
Do you have more than one spouse living ?	██████████		
Have you married a person having a living Spouse ?	██████████		
Government Servant of the State of Uttar Pradesh ?	██████████		
Have You ever been 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 ?	██████████		
पहचान सत्यापित (Identity Verified)		PAN Card Number	██████████

Apply For

Apply For	<input checked="" type="checkbox"/> Private Secretary Grade-I
Do you possess the required knowledge of English Shorthand and Type writing ?	██████████
Do you possess the knowledge of English Shorthand and Typewriting with minimum speed of 100 and 40 words per minute, respectively ?	██████████
Do you possess the knowledge of Data Entry, Word Processing and Computer Operation ?	██████████
Have you served in the territorial army for the minimum period of two years ?	██████████
Do you possess a 'B' certificate of the National Cadet Corps ?	██████████

Employment Details

Are you a Central / State Government Employee ?	██████████
---	------------

Other Details

Are you an employee of Central/State Government/P.S.U.?	██████████
---	------------

Criminal Proceeding

Have you ever been tried, convicted or acquitted by Court of law ?	██████████
Whether any FIR / Criminal Complaint Case have ever been registered against you ?	██████████

Contact Details

Address 1, Address 2, Police Station	████████████████████
District, State, Country, Pin Code	████████████████████
Active E-mail Id	████████████████████
Mobile No.	91 - ██████████
Telephone No. (Optional)	NA

Permanent Address

Address 1, Address 2, Police Station	████████████████████
District, State, Country, Pin Code	████████████████████

Images Captured by Candidate

Photo	Left Hand Thumb Impression	Signature

Fee Payment Details

Activity	Application No	Reference No	Transaction Date	Amount	Customer ID	Payment Mode
Application fee	266510000028	██████████	██████████	██████████	26651000002201	EPG

LIST OF ABBREVIATIONS

P.S.	<i>Private Secretary</i>
CBT	<i>Computer Based Test</i>
CKT	<i>Computer Knowledge Test</i>
CPC	<i>Central Pay Commission</i>
CSC	<i>Common Services Centre</i>
DFP	<i>Dependent of Freedom Fighter</i>
ESM	<i>Ex-servicemen</i>
EWS	<i>Economic Weaker Section</i>
FIR	<i>First Information Report</i>
GOI	<i>Government of India</i>
MCQ	<i>Multiple Choice Question</i>
NCC	<i>National Cadet Corps</i>
NIEIT	<i>National Institute of Electronics & Information Technology</i>
NOC	<i>No Objection Certificate</i>
NTA	<i>National Test Agency</i>
OBC	<i>Other Backward Classes</i>
PH	<i>Physically Handicapped</i>
RPwD	<i>The Rights of Persons with Disabilities Act, 2016</i>
RTI	<i>Right To Information</i>
SBI	<i>State Bank of India</i>
SC	<i>Scheduled Castes</i>
SP	<i>Sportsperson</i>
ST	<i>Scheduled Tribes</i>
UFM	<i>Unfair Means</i>
UP	<i>Uttar Pradesh</i>
UR	<i>Unreserved</i>