

Advt. No. RB-IV-10/2016

HIGH COURT OF PUNJAB AND HARYANA , CHANDIGARH

EMPLOYMENT NOTICE

Applications on prescribed ICR form are invited for filling up the following posts . Duty hours of the selected candidates may extend beyond normal working hours and even at odd hours without any extra payment or allowances. The selected candidates shall be subject to medical tests as may be prescribed. **The date for determination of eligibility of candidates in all respect (except age) will be 09.11.2016.**

2. Proposed Vacancies:-

Vacancies		Category wise Bifurcation						
		General	SC/ST/BC	Persons with disabilities (PH)			ExSM	Total
				Low Vision	Hearing Impairment	Orthopedically handicapped		
Peon	Existing	74	9	1	1	1	5	91
	Anticipated	28	4	1			2	35
Chowkidar	Existing	8	1	-	-	-	1	10
	Anticipated	3	-	-	-	-	-	3
SafaiSewak	Existing	9	1	-	-	-	1	11
	Anticipated	3	-	-	-	-	-	3
Frash	Existing	6	1	-	-	-	-	7
Mali	Existing	13	2	-	-	-	1	16

Number of vacancies may vary without any further notice.

3. Qualification (s):-

Sr. No	Name of Post	Minimum Qualifications
1	Peon	Middle Standard pass or its equivalent from a recognized School Education Board
2	Chowkidar	Middle Standard pass or its equivalent From a recognised School Education Board/Institution.
3	Safai Sewak	Knowledge of Hindi and regional language
4	Frash	Knowledge of Hindi and regional language
5	Mali	Knowledge of Hindi and regional language

4. Pay Scale:

Post	Pay Band	Grade Pay
Peon, Chowkidar, Frash, Mali, Safai Sewak	4900-10680	1650
In the light of Punjab Government Letter No. 7/204-4F.P/66 dated 15.01.2015 and no. 7/204/2012-4 F.P.1/1049 dated 21.12.2015 duly adopted by this Hon'ble Court vide Endst. No. 14046 Exc. Cell dated 16.05.2015 and Endst. No.1920 Exc. Cell dated 27.01.2016	(i) Deputy Commissioner's rate will be given to the officials who have been receiving less wages than Deputy Commissioner's rate, during the probation period. (ii) After successful completion of the probation period, the directly recruited official will be entitled to receive the salary equivalent to the minimum of the pay band of that post including grade pay and all other allowance. (iii) The period of probation including extended period of probation, if any, will not be counted (in service tenure) in the time scale of pay. (iv) If the employee was already working with the Government of Punjab, meaning thereby, if he is having any lien on any post, he will be entitled to receive the pay of the previous post on which he is having a lien.	

Age:-

5. For all the advertised posts, the applicant shall not be less than 18 years and not more than 35 years of age for all categories as on 01.01.2016. However, for the candidates belonging to following categories, upper age limit will be relaxed as follows:-

- 1) Physically Handicapped 10 years over and above the prescribed Upper age limit.
- 2) Ex-servicemen By number of years equal to his Defence Service plus 3 years

No document except certificate issued by Registrar of Births and Deaths (in case candidate has not attended any school) or any school leaving certificate (in case candidate has attended any school) shall be admissible as a proof of date of birth for all the categories. The certificate issued by the Registrar of Births and Deaths would be admissible only when the date of birth is registered prior to the date of publication of the Employment Notice.

Reservation:-

6. Benefit of reservation against SC/ST/BC categories will be available only to those who have got SC/ST/BC certificate issued by competent authority of and are also domiciled/ permanent residents of the States of Punjab, Haryana and U.T.



Chandigarh. All other SC/ST/BC candidates shall apply under Head 'Others' and will be considered in General category.

7. Candidates belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per Rules applicable in their States/U.T. They, besides production of BC certificate shall have to furnish an undertaking on the format as per Annexure 'I'. Candidates shall sign Annexure 'I' on the date of submission of their applications and produce the same at the time of interview or as and when demanded.

8. Benefit of reservation under Ex-Servicemen (ExSM) Category is available only to Ex-Servicemen (ExSM) themselves. The eligibility of Persons with Disabilities (PH) will be determined in accordance with the provision of The Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 and rules framed thereunder besides rule framed and adopted by the High Court.

9. The category once selected will not be allowed to be changed on any ground.

Fee/Cost of Application Form:-

10. The candidate must apply on the prescribed ICR form. The application form can be obtained on any working day from the counters established at Scooter/Cycle Stand Building near Post Office in High Court premises, between 11.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m. till last date fixed for submission of applications.

11. The application form is priced at **Rs. 200/- for General category candidates and 'Others' (as defined in Para 6 of the advertisement) and Rs.100/- for all candidates belonging to the reserved categories.**

12. It is again clarified that 'Others' (SC/ST/BC candidates who have not got SC/ST/BC Certificate issued by competent authority of and who are not domiciled/permanent residents of the State of Punjab, Haryana and UT Chandigarh) shall be extra cautious while purchasing application forms. The application forms applicable to them will be of General Category.

13. Dependents of the Ex-Servicemen (ExSM), who are disabled/deceased during active operation are exempted from application fee and such candidates may



collect application forms from Recruitment Cell by submitting the relevant proof thereof to the satisfaction of Assistant Registrar (Recruitment).

14. The application form can also be obtained by post by sending a Bank Draft/ IPO of **Rs.250/- (cost of application form, postal and other charges)** for **General category candidates and 'Others'**, and **Rs.150/-(Cost of application form, postal and other charges)** for all candidates belonging to the reserved category drawn in favour of Registrar General, High Court of Punjab and Haryana, Chandigarh.. The envelope should be super scribed with the words **"Request for Application Form - Post of Peon, Chowkidar, Mali, Frash, Safai-Sewak"**. The special last date for obtaining application forms by post is **22.10.2016**. No application form will be dispatched against any request received thereafter. High Court shall not be responsible for any postal or other delay in reaching the request for the Application Form in the High Court and the receiving of dispatched application form by the applicant. It is clarified that last date of submission of Application Forms obtained even by post shall be the same as is for those obtaining Application Form by hand. The costs/ fees/ charges/ money remitted in any mode other than Bank Draft/ IPO will not be accepted and no application form will be dispatched

15. Payment of lesser fee/ charges on whatsoever ground, will lead to rejection of the application. No request for subsequent payment of application fee will be entertained.

16. The costs/ fees/ money /charges once paid will not be refundable.

17. The candidates must submit their applications in the ICR Forms supplied by the High Court on payment. Application forms on any other format will not be accepted

Last date:-

18. The eligible candidates shall submit their applications on the prescribed ICR form duly filled, in the Coordination Branch (Receipt and Despatch) of Punjab and Haryana High Court on working days up to **09.11.2016** till 5.00 p.m. The applications can also be sent by registered post, at own responsibility, in the envelope provided with the application form so as to reach latest by the office closing hours of the last date. Any



application received by the Registry after the last date will not be entertained under any circumstances. The registry shall not be responsible for any delay including of postal/Courier services.

Selection Criterion:-

19. Keeping in view the number of applications and other administrative exigencies, the High Court reserves the right to adopt any selection criterion (including interview) for final selection and to adopt any criterion for short-listing of the candidates

Documentation:-

20. No document is to be attached with the application form. However, the candidates must be in possession of all the original documents/testimonials regarding their eligibility before submission of their application. Candidates shall have to produce all the original documents/testimonials along with self attested copies at the time of interview or as and when demanded. No extra time for production of any document will be given. Failure to produce original testimonials/documents on demand will entail rejection of candidature. No documents created or procured after last date of submission of Application Form will be accepted. The admission of the candidates at all stages of the recruitment process will be purely provisional and subject to satisfying all the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time during, before or after the recruitment process or even after appointment it is found that a candidate is/ has been ineligible, his/her candidature shall stand cancelled without any notice. The candidates shall produce documents in support of the particulars mentioned/information given in the Application forms and not the vice-versa. Information given in the Application form will be treated as final so far as candidate is concerned. No variation or explanation will be entertained.

Other Instructions:-

21. Candidate having more than one living spouse shall not be eligible for appointment.

22. No TA/DA will be paid to the candidates appearing for the test/viva voce.



23. Any other terms and conditions not specifically mentioned above shall be governed in accordance with the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, as amended from time to time.

24. All announcements regarding this recruitment process will be made on the official website of this High Court (www.highcourtchd.gov.in) . The candidates are advised to keep on visiting the official website of this Court. High Court shall not be responsible for missing or non-receipt of any information on account of his/ her failure to checkup with the official website from time to time.

How to Apply:-

25. **If one applies for more than one post, separate application form be submitted for each post.**

26. The Candidate must read the Employment Notice and Application Form carefully and shall follow the given instructions scrupulously.

27. The Application Form (ICR format) will be scrutinized by the computer. The candidates are advised to carefully fill all the columns with black ballpoint pen only. No letter in the given column shall touch the box sides. High Court shall not be responsible for any mistake occurring in the scanning process due to improper filling up of the Application Form.

28. Application incomplete in any respect will be rejected summarily without any correspondence.

29. Candidate shall be careful while filling the particulars/information in the Application Form. Wrong particulars, misinformation or concealment of the information will lead to rejection of candidature besides other legal consequences. No request for change of any given information would be entertained.

30. Acceptance of submitted application does not imply that candidate has fulfilled all the eligibility criterion. The application/information shall be subject to subsequent scrutiny. Application can be rejected at any point of time, if found to be not fulfilling the eligibility criterion.



31. In Column Nos. 1 and 2 Names of the candidate and his/her Father/ Husband shall be filled legibly and in block letters in English. The name, spelling, alias, surname etc. shall be the same as given in document(s) candidate wants to produce. No variation will be either accepted or allowed to be explained.

32. The relevant vacancy code in column no. 3 be clearly filled. For example, in case of Safai Sewak the column will be filled as

B	2
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33. In Column No. 4, the candidate shall fill the appropriate code.

34. In Column No 5, the candidate shall fill any one of the categories. The category once selected will not be allowed to be changed on any ground. The SC/ST/BC candidates who have not got SC/ST/BC Certificate issued by competent authority of and who are not domiciled/ permanent residents the State of Punjab, Haryana and UT Chandigarh shall be considered under General Category and shall apply under code

C	3
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 as 'Others'.

35. Non-PH (Persons with Disabilities) candidates need not to fill Column No.6. If a candidate applies under PH (Persons with Disabilities) category he shall further specify sub category i.e. (i) Low vision (ii) hearing impairment and (iii) Orthopedically handicapped. The candidate must be in possession of the relevant medical certificate at the time of submission of the application..

36. In Column no.7, date of birth shall be mentioned carefully and strictly in accordance with document upon which candidate relies. Non-Indian shall also mention their date of birth as per Georgian Calendar. Candidate will have to produce documentary proof in support of his/her date of birth as filled. No document except certificate issued by Registrar of Births and Deaths (in case candidate has not attended any school) or any school leaving certificate (in case candidate has attended any school) shall be admissible as a proof of date of birth for all the categories. The certificate issued by the Registrar of Births and Deaths would be admissible only when the date of birth is registered prior to the date of publication of the Employment Notice.

37. In column no. 8, the candidate shall simply fill the code of 'Yes' or 'No' keeping in view the minimum qualification prescribed in para 3 of the Employment



Notice. It is clarified that the minimum qualification for the post of Frash, Safai Sewak and Mali is ' Knowledge of Hindi and regional language'.

38. In column no. 9, it is mandatory for the candidates applying for the posts of Peon and Chowkidar to specifically mention the date of their passing of middle standard or other equivalent examination which he/she will have to substantiate by documentary proof. The filling up of this column for remaining posts is optional. In case a candidate relies on any examination as equivalent to the Middle standard examination, he/she shall at the time of interview, has to produce a certificate from the competent authority to that effect.

39. The details of Close Relatives and place of working are given in the specimen Affidavit/ Undertaking Annexure-III. If the candidate writes code of 'Yes' in the Column No.10 of the Application Form regarding his/her Close Relatives, the candidate must download, complete, date and self attest the affidavit/undertaking as per Annexure-III as on the date of submission of application which shall be produced at the time of interview or as and when demanded.

40. If a candidate has got any qualification other than the minimum required, he/she shall mention in Column no. 11 name(s) of the qualification(s) and nothing more. Eligibility of the candidates will strictly be determined as per the information supplied in Column no. 8 and 9 (as may be applicable) and not on the basis of this column. Therefore, column no., 8 and 9 must be filled (as applicable).

41. In Column no. 12 , if the candidate (other than working on contract/ adhoc basis) is working in Government Departments/ Semi Government Departments/ Autonomous Bodies/ Corporations/ Boards writes code of 'Yes' , he/she shall submit / route the application through the respective head of department along with the NOC (given at the back of ICR Forms) duly signed with stamp. High Court shall not be responsible for late reaching of Application Form due to departmental or other delays. It will be better if a candidate gets the requisite proforma authenticated from the department etc and submit the same in the High Court at their own responsibility before the last date fixed. However, High Court at its discretion may ask for any NOC from the selected candidates before issuing the appointment letter.



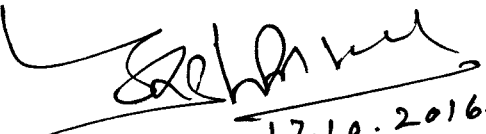
42. In Column no. 13 a candidate shall simply fill the code of 'Yes' or 'No' keeping in view of any type of arrest , conviction etc.

43. If the candidate writes code of 'Yes' in the Column No. 14, of the Application Form indicating that he had previously been in employment, he/she must download, complete, date and self attest the specimen Affidavit/Undertaking as per Annexure II which will have to be produced at the time of interview or as and when demanded. Previous Service means service done by the candidate prior to the service (if any) as mentioned in Column no. 12.

44. Fill the complete address in Column no. 15 with pin-code and mobile number. The candidate shall ensure that contact number keeps on working as any important/ emergent information may be conveyed on the given number.

45. The candidate must consciously read the declaration and thereafter put signature in column no. 16, if accepted.

46. In Column no. 17, the candidate shall affix his latest passport size photograph in the space provided on the Application Form. Photograph neither shall be attested nor bear any mark or writing. As, any photograph bearing any mark will not be scanned properly by the computer.


17.10.2016

Registrar Recruitment
Registrar Recruitment
High Court of Punjab & Haryana,
Chandigarh

TO WHOM IT MAY CONCERN

I undersigned solemnly declare that I claim benefit of reservation on the basis of valid backward class certificate issued by the state in which I am domicile / permanent resident. There is no change in my status and I do not fall in the creamy layer under the law and rules applicable.

Dated:

Signature_____

Name _____
(in block letters)

Father's Name _____
(in block letters)

Post Applied_____

Note: After downloading, Please sign and keep it. Original has to be produced as and when demanded along with other documents.



AFFIDAVIT / UNDERTAKING

I, _____ son/daughter of _____ resident of _____

_____ do hereby solemnly affirm and declare as under:-

1. That the particulars of my previous employment are as under:-

S. No.	Name of the Office	Post Held	Period of Service

2. That I aforesaid deponent do hereby solemnly affirm that above information furnished by me is true and correct and in the event of any information is found to be incorrect/false or some material fact is found to have been concealed or suppressed, at any stage my selection/appointment will be liable to be cancelled / terminated without any notice to me.

DEPONENT

Place:-

Dated:-

Note: After downloading, Please sign and keep it. Original has to be produced as and when demanded along with other documents.



AFFIDAVIT / UNDERTAKING

I, _____ son/daughter of _____ resident of _____
_____ do hereby solemnly affirm and declare as under:-

1 That the particulars of my 'close relatives' i.e. husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister and sister-in-law, who are already working in the High Court of Punjab and Haryana, Chandigarh and/or in the Subordinate Courts in the States of Punjab, Haryana and U.T., Chandigarh are as under:-

S. No.	Name of Close Relative	Relationship	Name of office and post

2. That I aforesaid deponent do hereby solemnly affirm that above information furnished by me is true and correct and in the event of any information is found to be incorrect/false or some material fact is found to have been concealed or suppressed, at any stage my selection/appointment will be liable to be cancelled / terminated without any notice to me.

DEPONENT

Place:-

Dated:-

Note: After downloading, Please sign and keep it. Original has to be produced as and when demanded along with other documents.

