

**HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH**

**DETAILED EMPLOYMENT NOTICE**

Online applications on prescribed format and annexures (attached hereinafter) are invited for filling up of 26 (General-21, SC/ST/BC-03, Ex-Servicemen-01 and Physically Handicapped 01) vacant posts of Senior Scale Stenographers (subject to increase/decrease without any notice) on the Establishment of this Court through a competitive examination in the pay scale of Rs.10300 – 34800 and Grade pay Rs.4400/- (with initial start of Rs. 17420/-) plus usual allowances as admissible from time to time. 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 subjected to medical tests as may be prescribed.

**Qualification:-**

2. The minimum qualification for the post is degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and proficiency in operation of computers (Word processing and Spread sheets). Merely satisfying eligibility criterion does not entitle candidates to be called for test. High Court reserves right to adopt any short listing criterion to call the candidate for the test. High Court reserves the right to alter/modify or change any of the terms and conditions including selection criterion etc. spelt out in the Detailed Employment Notice. Candidates must possess requisite qualification(s) as on cut off date i.e. 18.11.2014.

**Age:-**

3. The minimum and maximum age limit for the candidates shall be 21 years and 30 years respectively for all categories as on 18.11.2014. However, the age relaxation for Physically Handicapped and Ex-Serviceman Categories is as under:-

- 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
- 3) For candidates who are already working in the Government Departments/ Semi Government Departments/ Corporations/ Boards, upper age limit shall be 35 years. Benefit of such relaxation will be admissible only to such employees whose applications are received through proper channel. The benefit is also not available to those who are employed on contract basis.

**Reservation:-**

4. Benefit of reservation against SC/ST/BC categories will be available only to the bona fide residents/permanent domiciles of the States of Punjab, Haryana and U.T. Chandigarh. All other such candidates shall be treated in general category. Candidates belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per Rules applicable in their State and shall besides production of BC certificate, have to furnish undertaking on the format as per Annexure 'I'. Candidates shall retain the signed Annexure I to be submitted as and when demanded. Benefit of reservation under Ex-Servicemen (ESM) Category is available only to Ex-Servicemen themselves. Reservation for Person with Disabilities (Physically Handicapped) will be governed by Rules adopted/framed by High Court amended from time to time.

**Fee:-**

5. General category candidates and the SC/ST/BC candidates of areas other than States of Punjab, Haryana and UT Chandigarh shall have to pay fee @ Rs. 500/- and all other reserved category candidates shall have to pay @ Rs. 250/- through Bank deposits as detailed in "How to Apply" on the webpage. Bank service charges will be extra. Payment of less fee for

whatsoever reasons including wrong selection of category will entail rejection of candidature at any stage of recruitment process.

**Last Date:-**

6. The last date for determining permissible age and other eligibility in all respects shall be 18.11.2014. Registration Step-1 shall be completed on or before 18.11.2014 by 11:59 PM. Candidates who successfully complete Step-1, will have to complete Step-2 on or before 21.11.2014 by 4.00 PM.

**Selection Criterion:-**

7. Candidate shall be required to take down dictation at the speed of 100 w.p.m. in English Shorthand and to transcribe (word processing test) the same on the computer at the speed of 20 w.p.m. No candidate shall be considered to have qualified the test, if he/she commits more than 4% mistakes. Spread sheet test shall be only qualifying nature, of 10 marks and of 10 minutes duration. To qualify spread sheet test, a candidate shall have to secure 40% or more marks. Select list(s) of the qualified candidates will be prepared strictly on the basis of merit in the word processing/transcription test.

8. After the test, candidates will be called through SMS and/or E-mail message for checking of their original testimonials. Merely because candidates are called for checking, it does not mean that they have qualified the test or are eligible for selection. High Court reserves the right to determine the number of candidates to be called for testimonial(s) checking and their suitability for the job. All the demanded testimonial(s) have to be produced and no extra time will be given.

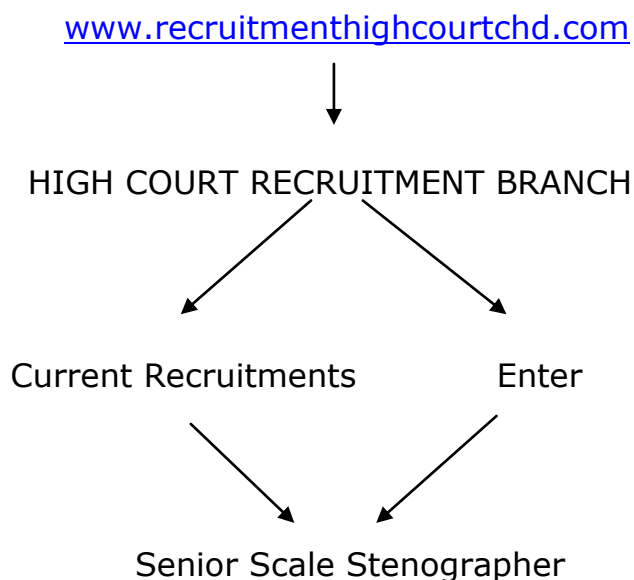
**Documentation:-**

9. No document is to be uploaded at the time of completion of registration Step-1 and Step-2. 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 it is found that any candidate does not fulfill any of the eligibility conditions his/her candidature shall stand cancelled without any notice. The candidates shall produce documents in support of the particulars mentioned/information given in the Registration/Application forms and not the vice-versa. Information given in the Registration/Application form is treated as final and binding so far as candidate is concerned. No document except NOC, created or procured after cut off date will be accepted.

**How To Apply:-**

10. The procedure for submission of online applications/registration forms shall comprise of Step-1 and Step-2. For that candidates are required to download, read and follow the instructions given under hyperlink "How To Apply" on the webpage. For that, candidates shall visit/click:-



11. Registration Step-2 will not be complete unless candidates press the 'submit' button and receive the SMS in this regard. Having preview of the application by pressing 'Preview' button will not complete the registration step. Candidate shall be extra careful in this regard to avoid subsequent disappointment.

**Other Important Instructions:-**

12. Candidates working in Government Departments/Semi Government Departments/Corporations/Boards shall download NOC Annexure-II. They shall submit application/complete Registration Steps-1 & 2 before last dates fixed and thereafter take the print out of the submitted application. The print out along with complete Annexure-II attested by Competent Authority shall reach office of the Registrar Recruitment through proper channel before 4.00 p.m. on or before 11.12.2014. Punjab & Haryana High Court employees shall also apply on-line before last dates fixed and thereafter take the print out of the submitted application. They shall submit the print out of the application through Registry of the High Court which shall reach the office of Registrar Recruitment before 4.00 p.m. on or before 11.12.2014. Recruitment Branch shall not be responsible in any way if the applications so submitted by the candidates fail to reach the office of Registrar Recruitment within the given time. Online applications of such candidates will not be accepted in case the second copies are not received through proper channel and they will not be entitled to lay claim under any other category. Therefore, govt./departmental/high court candidates shall be extra careful while filling applications.

13. Candidates shall have to furnish information in the application about any of their close relative is working in the establishment of High Court or any sub-ordinate court in the States of Punjab, Haryana and U.T. Chandigarh. The close relative means 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, and/or in the Subordinate Courts in the States of Punjab, Haryana and U.T., Chandigarh.

14. Candidates shall have to solemnly state correct particulars as to his previous employment, if any.

15. Acceptance of applications submitted through online process does not imply that candidates have fulfilled all the criterion given in the detailed Employment Notice. The application/information shall be subject to subsequent scrutiny and can be rejected at any point of time if found not fulfilling the eligibility criterion.

16. Candidates shall have a valid E-mail address and contact number as information will be supplied on SMS and/or E-mail. In case of non-reaching of the information due to defect or failure of given contact numbers/E-mail, this Court shall not be responsible.

17. Candidates must retain one copy of application form, and copy of photograph uploaded as the same may be required at any time subsequently.

18. No TA/DA will be paid to the candidates appearing for the test/viva voce/testimonial(s) checking.

19. 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, unless instructed otherwise.

Sd/-  
**Registrar Recruitment**

**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 of the Candidate \_\_\_\_\_

Name  
(in block letters) \_\_\_\_\_

Father's Name  
(in block letters) \_\_\_\_\_

Post Applied \_\_\_\_\_

**Annexure 'II'**

**"NO OBJECTION CERTIFICATE"**

(To be issued by the Head of the Department in case the candidate is serving in any Government Departments/Semi-Government Departments or in any Corporations/Boards)

No. \_\_\_\_\_

Dated: \_\_\_\_\_

It is certified that Shri/Ms. \_\_\_\_\_ Son/Daughter of Shri \_\_\_\_\_ is serving in this office and the undersigned has no objection if he/she appears in the test for the post of Senior Scale Stenographers to be held in the Punjab and Haryana High Court at Chandigarh. The service particulars of the candidate are as under:-

1. Department/Office where employed: \_\_\_\_\_

2. Date of initial appointment: \_\_\_\_\_

3. Date of present employment: \_\_\_\_\_

4. Total length of service: \_\_\_\_\_

5. Present Designation: \_\_\_\_\_

6. Pay Scale: \_\_\_\_\_

7. Regular/Temporary/Ad-hoc/  
Deputation/Transfer basis  
(please Specify) \_\_\_\_\_

8. If on deputation/transfer, give details  
of the parent office and information  
about his lien etc. \_\_\_\_\_

9. Lien retained on any post. If yes,  
Give details \_\_\_\_\_

10. Whether any department proceedings  
Initiated or likely to be initiated or  
Minor/major punishment imposed?  
If so, give details. : \_\_\_\_\_

11. Any other relevant information: \_\_\_\_\_

Dated: \_\_\_\_\_

Signature of the Authority

Designation: \_\_\_\_\_

Seal