

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH EMPLOYMENT NOTICE

Applications are invited for filling up of 24 (General-20, SC/ST/BC-02, Ex-Servicemen-01 and Physical Handicapped-01) vacant posts of Steno-typists (English) (subject to alteration on both sides) on the establishment of this court through a competitive examination in the pay scale of ₹ 10300-34800 and Grade pay ₹ 3200/- plus usual allowances as admissible from time to time.

The minimum qualification for the post is degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has proficiency in operation of computers (Word processing and Spread sheets). Candidates shall be required to take down dictation at the speed of 80 w.p.m. in English Shorthand and 20 w.p.m. to transcribe the same. The candidates shall have to appear in a Shorthand test followed by an interview wherein the general suitability as well as proficiency in computers will be assessed. Shorthand test shall be of 100 marks and interview will be of 10 marks. The permissible mistakes in shorthand test shall be to the extent of 6% only. The Candidates who qualify the shorthand test shall only be called for interview-cum-computer proficiency test.

The age of candidates belonging to the General Category should not be less than 18 years and more than 30 years as on the last date i.e. **7.09.2013**. For the candidates belonging to the reserved category, upper-age limit will be relaxed as follow:-

1) SC/ST/BC/OBC	3 years
2) Physically handicapped	10 years
3) Ex-servicemen	By number of years equal to his defence service plus 3 years

The candidates working in the Government Departments/Semi-Government/ Corporation/Board are required to route their application through proper channel, on given format of application form together with 'No objection Certificate' issued by the employer.

The applications complete in all respects on proforma given below accompanied by Bank Draft worth ₹ 500/- for General Category candidates and ₹ 250/- for candidates belonging to SC/ST/BC/PH/Ex-servicemen categories **in favour of The Registrar General, Punjab & Haryana High Court, Chandigarh payable at Chandigarh** should reach this registry on or before **7.09.2013** up to 5.00 p.m. together with attested copies of certificates and one passport size photograph duly attested.

Applications received otherwise than on the prescribed proforma and those received beyond the last date specified or incomplete in any manner shall be summarily rejected.

No correspondence whatsoever shall be entertained in respect of incomplete applications and those received after the due date. Fee once paid shall not be refunded. All other conditions of service not covered in this Notice shall be regulated under the relevant provisions of the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, as amended from time to time.

Sd/-
Registrar Recruitment

“APPLICATION FORM” FOR THE POST OF STENO-TYPIST”
(To be filled in by the candidate)

1	Name of the candidate (in block letters) :	<hr/>	Latest passport size coloured photograph duly attested by Gazetted Officer.
2	Father's Name :	<hr/>	
3	Mother's Name :	<hr/>	
4	Permanent address :	<hr/> <hr/>	
5	Address for correspondence :	<hr/> <hr/>	
	Contact Number i.e. Tel/Mobile :	<hr/>	
6	(i) Date of Birth (as entered in the Matriculation or Equivalent examination certificate) :	<hr/>	
	(ii) Age as on 7.09.2013 :	<hr/> Year Month DD	
	(ii) Sex	(Male/Female)	

7 Educational Qualification (Matric onwards)

Exam passed	Name of Board/Univ.	Year of Passing	Total Marks	Marks Obtained	%age

8	Whether the candidate has proficiency in operation of Computers (Word Processing and Spread Sheets). Attached proof, if any	:	<hr/>
9	Category to which belonged	:	<hr/>
10	(i) Whether the candidate is already in Govt. service, if so, fill the enclosed Proforma of 'No objection Certificate' issued by the Head of the Department where serving.	:	<hr/>
	(ii) No Objection Certificate attached	:	Yes/No
11	Have you ever been arrested or detained in police or judicial lock-up or ordered to be bound down in security proceedings or convicted for any offence? If so, give details.	:	<hr/>

- 12 Have you ever been discharged, removed or dismissed from any Government Service. If so, give details. :
- 13 Whether the candidate has any relative in the service of High Court or any court Subordinate thereto in the state of Punjab, Haryana and U.T., Chandigarh. :
- (Term Relative-Father, Mother, Brother, Wife, Husband, Son, Daughter, Nephew & Niece)
- 14 Any other information qua experience etc. :
- 15 Details of application Fee. : DD No._____ Date_____ Amount_____ Bank Name_____

Date: _____
Place: _____

Signature of the Candidate

“DECLARATION BY THE CANDIDATE”

I solemnly declare that the particular (s)/information(s) given by me in column numbers 1 to 15 above are true and correct to the best of my knowledge and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s)/information(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment if so made be treated as canceled/terminated and I shall not claim to anything on the basis thereof.

Date : _____

Place: _____

Signature of the Candidate

'NO OBJECTION CERTIFICATE'

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

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 Steno-typist 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/Contract/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