

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

EMPLOYMENT NOTICE

Applications on prescribed form are invited for filling up of 10 posts of Data entry / Scanner operator (subject to alteration on both sides) for digitization work on contract basis at DC rates i.e. Rs. 7000/- per month on the establishment of this Court by way of interview.

The minimum qualification for the post is as under:-

- 1. Matriculation from a recognized board/University or equivalent.**
- 2. 3/6 months basic diploma in Computer Applications.**
- 3. At least three months experience preferably in the process of scanning or digitization of documents.**

The minimum and maximum age limit for the candidates shall be 18 years and 35 years respectively as on 07-05-2012.

The applications complete in all respects on proforma given below accompanied by Bank Draft of Rs100/- drawn on any nationalized bank payable at Chandigarh in favour of **The Registrar General, Punjab & Haryana High Court, Chandigarh** should reach the office of the **Registrar Recruitment, Punjab & Haryana High Court, Chandigarh, 160001** on or before 07-05-2012 up to 5.00 p.m. together with attested copies of certificates and one passport size photograph duly attested.

Applications received in otherwise than on the prescribed proforma and those received beyond the last date specified or incomplete in any manner shall not be entertained.

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 orders passed by the authorities.

Sd/-

(Registrar Recruitment)

9. Whether the candidate has 3/6 months basic diploma in Computers applications, if yes, certificate enclosed ?

10. Whether the candidate is having more than 3 months experience preferably in the Process of scanning or digitization of documents, if yes, certificate enclosed ?

12 Whether any criminal case has ever been registered against you or whether you have ever been convicted for any offence or bound down in any security proceedings ? if yes, give detail

13 Have you ever been discharged, removed or dismissed from service of any Government/Semi-Government/Board/Corporation? if yes give details

14 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,

If so, disclose relationship.

15 Any other information qua experience etc :

16 Details of application Fee: Demand Draft No. _____ Date _____ Amount _____

Date: _____

Place: _____

Signature of the Candidate

“DECLARATION BY THE CANDIDATE”

I solemnly declare that the particulars(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 cancelled/terminated and I shall not claim anything on the basis thereof.

Date : _____

Place: _____

Signature of the Candidate