

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH**DETAILED EMPLOYMENT NOTICE**

Applications on prescribed format and annexures (attached herein after) are invited for filling up 3 vacancies of General Category (1 available and 2 anticipated upto October 2016) of Book Binders on the establishment of Punjab and Haryana High Court, Chandigarh by way of direct recruitment through a competitive examination. Offer of appointment against anticipated post will also be subject to the availability of post and decision of the High Court.

The number of vacancies can be increased or decreased without any prior notice. Duty hours of the selected applicants may extend beyond normal working hours and even at odd hours without any extra payment or allowances. This Court reserves the right to alter/ modify or change any of the terms and conditions including selection criterion etc spelt out in the Employment Notice.

1. Pay:

Pay Scale	Rs. 5910-20200/-
The Salary / fixed Emoluments to be paid to the selected applicants in the light of Punjab Govt. letter No. 7/204/2012-4 F.P.1/66, dated 15.1.2015 adopted by this Hon'ble Court vide Endst. No. 14046 Exc. Cell dated 16.05.2015	Rs. 5910/-

However, it is submitted that vide office order dated 22.01.2016 issued vide endst. No. 1920/EXC. Cell dated 27.01.2016 whereby letter no. 7/204/2012-4F.P.1/1049 dated 21.12.2015 received from Government of Punjab has been duly adopted by this Hon'ble Court for its employees wherein it has specifically been clarified that employee who get lower salary than D.C. Rate/labour rate will get amount equal to the salary as per D.C. Rate/labour rate during their probation period.

2. Qualification & Experience:

Applicant should possess following qualifications as on 30.04.2016

Matric and two or three years national Trade Certificate/ National Apprenticeship Certificate including two and half years experience.

3. Reservation:

No post from any reserve category is to be filled up in this process, therefore, no case is made out for any fee or age relaxation to any category.

4. Age:

The applicants belonging to all the categories shall not be less than 18 years and not more than 35 years of age as on 30.04.2016

5. Fee:

The applications on the proforma given below, complete in all respects, accompanied by Demand Draft/ crossed Indian Postal Order amounting Rs. 300/- for all applicants, payable at Chandigarh, in favour of the Registrar General, High Court of Punjab and Haryana, Chandigarh. Payment of less fee will entail to rejection. Fee once paid shall not be refunded.


6. Last Date:

The last date for determining permissible age and other eligibilities in all respects shall be 30.04.2016.

The application form duly filled along with requisite documents and complete in all respects shall reach the **Coordination Branch (Receipt & Dispatch), Punjab & Haryana High Court, Chandigarh, 160001** on or before **30.04.2016** up to 5.00 p.m. The envelope should be super scribed with the words, "**Application form for the Posts of Book Binder**"

7. Selection Process:

Keeping in view the expected large number of applications to be received, the High Court reserves the right to adopt any suitable criteria for short listing of the applicants which will be notified in advance on the official website of the High Court, if need arises. The final selection shall be made on the basis of performance/ total marks obtained in a practical test-cum-interview which will be of 25 (15+10 respectively) marks.



8. Other Instructions:-

Applicant, in own interest shall read the instructions carefully and follow these strictly lest for violation, the application should stand rejected summarily. No further correspondence will be entertained in this regard

(i) Applicants working in Government Departments/ Semi Government Departments/ Corporations/ Boards shall have to submit original application form along with a forwarding letter from his/her department at own risk and responsibility, on or before the last date fixed. No advance or duplicate copy will be considered. However, NOC on format **Annexure 'II'** from the department shall have to be produced at the time of interview or as and when called. The employees who are working on contract basis are not considered as Govt. employees etc. and they shall apply as non departmental applicants.

(ii) Applicant having more than one living spouse shall not be eligible for appointment.

(iii) If applicant has disclosed in the application form about any of his/her previous employment, applicant will have to furnish Affidavit/ Undertaking on format **Annexure 'III'**. *Previous employments mean the job(s) left by the applicants.*

(iv) If applicant has disclosed in the application form that any of his/her close relatives has been/ was / is working in the establishment of High Court, applicant will have to furnish a Affidavit/ Undertaking on format **Annexure 'IV'**. *The close relative means husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in law, sister and sister-in-law.*

(v) Applicant 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.

(vi) The particulars mentioned/ information given in the application form will be treated as final. Applicant will have to produce testimonials in support of given particulars/ information and not vice versa. Failure to produce supportive testimonial(s) and /or to substantiate particulars/information will lead to rejection of candidature.

(vii) Applicant shall fill name(s) legibly and in block letters in English. The name, spelling, alias, surname etc. shall be the same as given in Matriculation Certificate/Date Of Birth proof. No variation will be either accepted or allowed to be explained.

(viii) Date of birth shall be mentioned carefully as per matriculation certificate/Date Of Birth Certificate. Complete permanent and correspondence addresses along with active and valid contact number (including E-mail, if any) shall be mentioned in the application form. High Court shall not responsible in case any communication does not reach the applicant due to defect etc. in given address/ contact.

(ix) Applicant shall specifically specify/ mention about registration, pendency or conviction in / of any criminal proceedings or bound down in security proceedings in 'yes' or 'no'. If the answer is 'yes' give the details and shall be in possession of relevant proof/ order with him/her. Applicant shall ensure to disclose the reasons for his discharge, removal, termination or dismissal from service supported by document (to be produced as and when demanded)

(x) Applicant shall fill all the columns in the application form, affidavits, Annexures scrupulously. Incomplete application form / affidavits/Annexures will be rejected summarily and no correspondence will be entertained in this regard.

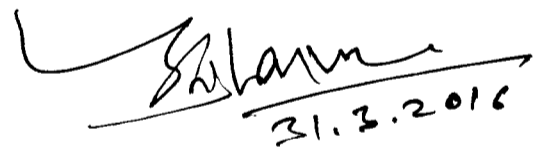
(xi) Applicant shall submit self attested copies of requisite documents, 3 Passport size photographs attested by Gazetted Officer (one pasted on the application form and other two attached) along with application form.

(xii) The applicant must be in possession of the requisite documents in support of his/her eligibility, age etc as on last date fixed. The originals will have to be produced as and when demanded. No extra time will be given for production of documents. The information given in the Application Form is treated as final so far as applicant is concerned. Applications received otherwise than on the prescribed Performa, those received beyond the last date specified or incomplete in any respect shall be rejected summarily. No correspondence in this regard will be entertained.

(xiii) No TA/DA be paid to the applicants appearing for the test/viva voce.

(xiv) 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.

(xv) All announcements/ information regarding this recruitment process will be notified on the official website of this Court i.e. www.highcourtchd.gov.in All the applicants are advised to regularly visit the website in their own interest. High Court shall not be responsible for missing of any information or announcement by applicant on account of non visiting of the website.



31.3.2016

Registrar Recruitment
Punjab & Haryana High Court, Chandigarh

Advt. No. HCRB-02/2016/BBR

APPLICATION FORM FOR THE POST OF BOOK BINDER

(To be filled in by the applicant in his own handwriting)

Note:-

- Please read Detailed Employment Notice carefully before filling the application form
- No column shall be left blank

Latest passport size
colored photograph
duly attested by
Gazetted Officer.

1 Name of the applicant:
(in Block letters)

2 Father's Name:

3 Mother's Name:

4 Permanent address:

5 Address for correspondence:

(i) Contact Number i.e. Tel/Mobile

(ii) E-Mail (if any)

6. (i) Date of Birth:
(as entered in the Matriculation or
Equivalent examination certificate)
Attach Copy

____/____/____
DD MM YYYY

(ii) Age as on 30.04.2016

____Years____Months____Days

7. Gender

8. Educational Qualification

Exam passed	Name of Board/Univ.	Exam Passed	Date of Passing as per DMC	%age / Grade Points
Matric				
Diploma				

9. If applicant has got any other qualification(s), write only name of exam passed. No other details to be given, nor any document is to be attached

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10. Whether the applicant is serving in :
Govt. Deptt./ Semi Govt. Deptt./
Corporations / Boards/Local Bodies?
(Write Yes/No) _____
- (a) If yes, whether forwarding
letter from dept. etc. attached? _____
11. Whether the applicant was in Govt. :
Deptt./ Semi Govt. Deptt./
Corporations / Boards?
(Write Yes/No) _____
- (a) If yes, whether Undertaking/
Affidavit on the enclosed proforma
as **Annexure 'III'** attached? _____
12. Whether the applicant is having :
Relevant experience?
(Write Yes/No) _____
- (a) If yes, whether requisite
Experience Certificate
attached? _____
13. Whether the applicant ever arrested. :
Detained in Judicial custody,
summoned, ordered to be bound
down in security proceedings,
convicted, acquitted, discharged for
any offence?
(Write Yes/No) _____
- If yes, give details and attach copy of
orders _____
14. Have you ever been discharged, :
Removed, dismissed or dispensed
from service of any Government/
Semi-Government/Board/
Corporation? (Write Yes or No) _____
- if yes give details _____
15. Whether the applicant has any close :
relative in the service of High Court or
any court Subordinate thereto in the
state of Punjab, Haryana and U.T.,
Chandigarh? (Write Yes/No) _____
- (a) If yes, whether Undertaking/
Affidavit on the enclosed proforma
as **Annexure 'IV'** attached? _____
16. Any other information etc :

17 Details Of Application Fee
(Attach in original)

: Demand Draft/IPO No _____

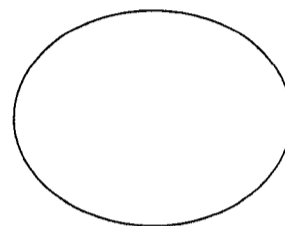
Date _____ Amount _____

Name of the Bank/Post Office _____

Date: _____

Place: _____

Signature of the Applicant



Right Hand Thumb Impression

“DECLARATION BY THE APPLICANT”

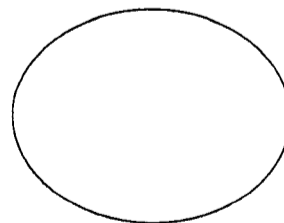
I solemnly declare that the particular (s)/information(s) given by me are true and correct and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s)/information(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment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

I understand that if any column left blank, my application shall be rejected.

Date: _____

Place: _____

Signature of the Applicant



Right Hand Thumb Impression

Annexure 'II'

"NO OBJECTION CERTIFICATE"

(To be issued by the Head of the Department in case the applicant 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 interview for the post of Book Binder to be held in the Punjab and Haryana High Court at Chandigarh. The service particulars of the applicant 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

Annexure 'III'

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:-

Annexure 'IV'

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:-