

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

Applications on prescribed format and annexures (attached hereinafter) are invited for filling up one vacant post of Assistant Librarian (General - 1) on the Establishment of High Court of Punjab and Haryana, Chandigarh by way of direct recruitment. 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. The selected applicants shall be subjected to medical tests as may be prescribed.

**Pay**

Pay Scale	As per Schedule-I of High Court Establishment ( Appointment and Conditions of Service) Rules, 1973, the pay scale attached with the post of Assistant Librarian on the establishment of this Hon'ble Court is 10300-34800 P.B. +4400 G.P	
The Salary/Fixed Emoluments to be paid to the selected candidates in the light of Punjab Govt. letter No. 7/204/2012-4F.P.1/66 dated 15.01.2015 adopted by this Hon'ble Court vide Endst. No. 14046 Exc. Cell dated 16.05.2015	i)	Minimum of pay Band mentioned above and T.A only during probation period as prescribed in High Court Establishment ( Appointment and Conditions of Service) Rules, 1973
	ii)	After successful completion of the probation period, the directly recruited Assistant Librarian will be entitled to receive the salary equivalent to the minimum of the pay band of that post including grade pay and all other allowances.
	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.



**competent authority** of and are also domiciled / permanent residents of States of Punjab, Haryana or U.T., Chandigarh. For the purpose of reservation, all other SC/ST/BC candidates shall be treated in general category and they shall mention their category as 'Others'

5. It is clarified that 'Others' ( SC/ST/BC candidates who have not got SC/ST/BC certificate issued by competent authority of and/ or are not domiciled/ permanent residents of the State of Punjab , Haryana or UT Chandigarh) shall be treated in General Category

6. Candidates belonging to BC category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per the Rules applicable in their States / UT and shall besides attaching of BC Certificate, shall have to furnish requisite undertaking on the format as per **Annexure-I** duly signed on the date of submission of application form.

7. Benefit of reservation under Ex Servicemen (ESM) category is available only to Ex-Servicemen (ESM) themselves and not to their dependants. They shall have to submit alongwith Application Form self attested complete copy of discharge book, otherwise no benefit of reservation would be given.

8. The eligibility of Persons with Disabilities (PH) will be determined in accordance with the Rules adopted/ framed by the High Court amended from time to time and the relevant provision of law.

9. The category once specified/ selected in the Application Form will not be allowed to be changed on any ground.

10. For determining the age, no document except Matriculation Certificate or certificate issued by Registrar of Births and Deaths shall be

admissible as a proof of Date of Birth for all the categories. The Certificate issued would be admissible only if it is issued prior to the date of publication of this advertisement.

**Selection Criteria:-**

11. Keeping in view the number of applications received and other administrative exigencies, the High Court may short-list the candidates for Interview on the basis of any criteria to be fixed from time to time.

12. The final selection (out of short-listed candidates, if any) will be based upon the performance in an Interview.

- (a) **Interview:-**The High Court reserves the right to adopt any criteria/ ratio to call the candidates for Interview.

Interview will be meant to judge the personal qualities of the applicants including **alertness, intelligence and general outlook and matter of general interest etc.**

- (b) A select list of successful applicants, in order of merit shall be prepared on the basis of total marks obtained in an interview. No candidate will be considered successful unless he/she appeared in an interview.

**Fee:-**

13. The candidates who have got SC/ST/BC certificate issued by competent authority of and are also domiciled/ permanent residents of States of Punjab , Haryana or UT Chandigarh shall have to pay an application fee of **Rs. 300/-**.

14. The candidates of Ex-Servicemen and Persons with Disabilities (Physically Handicapped) categories shall have to pay **Rs.200/-** as application fee.

15. All General Category and 'others'( who have not got SC/ST/BC certificate issued by competent authority of and/ or are not domiciled/



permanent residents of the State of Punjab , Haryana or UT Chandigarh) shall pay an application fee of **Rs.600/-**

16. The fee shall be payable only by way of the Bank Draft/ Crossed Indian Postal Order payable at Chandigarh in favour of **The Registrar General, Punjab and Haryana High Court, Chandigarh.**

17. Payment of lesser fee/ charges for whatsoever reason including wrong selection of category will entail rejection of the application and no request for subsequent payment of application fee will be entertained. The Fee/ Charges once paid will not be refunded.

**Documentation:-**

18. The admission of the applicants 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 applicant does not fulfill any of the eligibility conditions his/her candidature shall stand cancelled without any notice. The applicants shall produce documents in support of the particulars mentioned /information given in the application form and not the otherwise. Information given in the application form is treated as final and binding so far as applicants are concerned. The applicant shall attach self-attested copies of all the relevant documents referred relied in the application form.

**Last Date:-**

19. The last date for determining permissible age and other eligibilities in all respects shall be **15.07.2018.**

The applicants who fulfill the prescribed qualification and other eligibility conditions should submit their applications on the prescribed form duly filled in along with self attested copies of the relevant testimonials and two passport size photographs shall reach in the Co-ordination Branch ( Receipt & Dispatch), Punjab and Haryana High Court, Chandigarh, 160001 on or before **15.07.2018** on any working day upto 5.00 pm. The envelope should be super-scribed with the words: **“Application Form for the Post of Assistant Librarian”**. The application can also be sent by registered post , at own responsibilities, so as to reach the office before closing hours of the last date. The registry shall not be responsible for any delay including of Postal/ Courier Services.

20. No application submitted in contravention of terms of Detailed Employment Notice and /or incomplete in any manner, without documents and those received after the due date shall be entertained. No correspondence in this regard will be entertained.

**Other Important Instruction:-**

21. Candidates, in own interest shall read the instructions carefully and follow these strictly, lest for violation the application should stand rejected summarily.

22. Candidate who is working in Government Department/ Semi-Government Departments/ Corporations. Boards shall himself/herself submit upto the given last date the original Application Form, Demand Draft/ IPO, requisite documents and Annexures alongwith Forwarding letter/ No Objection Certificate ( **Annexure -II**) issued by respective head of the Department. The employees who are working on contract or adhoc basis are not considered as Government Employees and they shall apply

as non-departmental candidates. Any application received without Forwarding Letter/ No Objection Certificate will be treated as non-departmental candidate. High Court shall not be responsible for delay or otherwise by the Department. However, the High Court reserves the right to seek fresh NOC from the Department at the time of offer of appointment. If selected, the terms and conditions of service of the departmental candidates shall be governed by the Rules and Regulations of the High Court.

23. The Candidates shall have to furnish information in the application and submit Affidavit/ Undertaking **Annexure-III** duly signed on the date of submission of application form about his/her previous employment. If any. Previous employment(s) means any employment(s) which the candidate already left .

24. The candidates shall have to furnish information in the application and submit Affidavit/ undertaking **Annexure -IV** duly signed on the date of submission of application form about any of their close relative working in the Establishment of High Court or any Subordinate Court in the States of Punjab, Haryana and Chandigarh. The close relative means husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister and sister-in-law.

25. The candidates should ensure that he/she fulfill all the eligibility conditions for admission to the examination as on the last date of submission of application.

26. The candidates 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.

27. The particulars mentioned/ information given in the application form will be treated as final from candidate's side. Candidate 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. **Difference in the information given in the application form or appearing in the documents will not be acceptable or explainable.**

28 Complete permanent and correspondence addresses along with active and valid contact number ( including E-mail, if any) shall be mentioned in the Application Form. The High Court shall not be responsible, in case any communication does not reach the applicant due to defect etc. in given address/ contact.

29 The candidates 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.

30 The Candidates shall ensure to disclose the reasons for their discharge, removal, termination or dismissal from service supported by document ( to be produced as and when demanded).

31 The candidates 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.

32 Any application received by the Registry after the last date shall not be entertained under any circumstances.





33 The Candidate must affix his/her latest passport size photograph (duly attested by the Gazetted Officer) on the space specified in the application form and shall appear in the examination in the same appearance otherwise candidature may be rejected in case of dispute of identity.

34 No TA/DA will be payable to the candidates for appearing in the tests/ computer proficiency test and viva-voce etc.

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

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

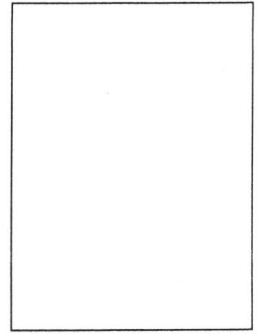
37 All announcements/ information regarding this recruitment process will be notified on the official website of this Court i.e. [www.highcourtchd.gov.in](http://www.highcourtchd.gov.in). The candidates are advised to keep on visiting the official website of this Court. High Court shall not be responsible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

38 All other terms and conditions of recruitment 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.



**Registrar Recruitment**

**APPLICATION FOR THE POST OF ASSISTANT LIBRARIAN**



(To be filled in by the Applicant in his/her own handwriting.)

**Note:- ❖ No column shall be left blank.**

1. Name of the Candidate  
(in Block Letters) -----

2. Father's Name -----

3. Permanent Address -----

4. Address for  
correspondence -----

5. Contact Details :-  
(Telephone/Mobile No.) -----  
Email (if any) -----

6. Date of birth -----  
(Attach self attested copies  
of the certificate) **(Day) / (Month) / (Year)**

Age as on **15.07.2018**  
(\_\_\_\_\_Years, \_\_\_\_\_Month, \_\_\_\_\_Days)

7. Gender -----

8. Educational Qualification; Write details of matric onwards (Attach self attested copy of DMC and Degree)

Stream	Name of Board/University	Date of Passing (as given in DMC)	Percentage of marks obtained*

\*in case of Grade Points, applicant shall convert the same into percentage and write in the given column.

9. (a) Mention the category under which applied with the name of state (Punjab/Haryana/ Chandigarh or others) -----
- (b) If applied under reserved category, whether self attested copy of proof attached? (Write Yes or No) -----
- (c) If BC Category Applicant, whether undertaking on proforma as **Annexure 'I'** attached? (Write Yes or No) -----
10. (a) Whether Applicant is in employment of Govt. Department/ semi Govt. Dept./ Board / Corporations? (Write Yes or No) -----
- (b) If Yes, whether NOC (**Annexure-II**) from concerned Govt. Department /semi Govt. Dept./ Board / Corporation is attached? (Write Yes or No) -----
11. (a) Was 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 or No) -----
- (b) If yes, give details, and attach copy of orders. -----
12. (a) Whether applicant has ever been discharged, removed, dismissed or dispensed from service of Govt. Department/ semi Govt. Dept./ Board / Corporation? (Write Yes or No) -----
- (b) If yes, give details -----
13. (a) Whether the Applicant **had previously served** in any Govt. Department/ semi Govt. Dept./ Board / Corporation? (Write Yes or No) -----
- (b) If yes, whether **Annexure 'III'** attached? (Write Yes or No) -----

14. (a) Whether the Applicant has any close relative in the service of High Court or any Court subordinate thereto in the State of Punjab, Haryana or U.T., Chandigarh? (Write Yes or No)

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(b) If yes, whether Annexure 'IV' attached? (Write Yes or No)

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15. Any other information etc.

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16. Details of Demand Draft/IPO  
(Attach in original)

Demand Draft/IPO No.:-----

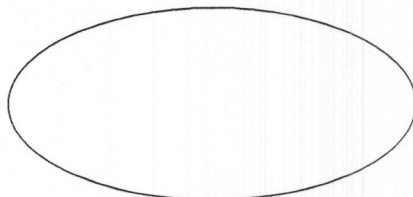
Dated:- -----Amount-----

Name of the Bank/ Post Office. -----

**DECLARATION BY THE APPLICANT**

- i) I certify that particulars/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.
- ii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- iii) I understand that if any column is left blank, my application can be rejected.

**Dated:-  
Place:-**



Thumb Impression of the Applicant  
(Right for female, Left for male)

**(Signature of Applicant)**

9

**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 \_\_\_\_\_

②

**"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 Assistant Librarian 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



**AFFIDAVIT / UNDERTAKING ( Self Attested)**

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:-



**AFFIDAVIT / UNDERTAKING (Self Attested)**

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:-

