

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

EMPLOYMENT NOTICE

No. 02/CRA/PB/2011

Date of Commencement of Application: 25.11.2011
Last date for receipt of Application/Fee : 15.12.2011
Last date for editing of Application : 15.12.2011

Applications are invited online (www.recruitmenthighcourtchd.com) for filling up vacant temporary posts of Stenographer Grade III (subject to variation on both sides) in the pay scale of Rs. 5910-20200 + 2800/- Grade Pay in the various Session Divisions (Subordinate Courts) in the State of Punjab, as per the details given below :-

Sr. No.	Name of the Sessions Division	Total Number of Posts	Category wise breakup							
			Gen	SC/ST	BC/OBC	PHC		ESM		
						General	G	SC	BC	
1	Amritsar	23	4	8	2	2	4	2	1	
2	Bathinda	4	1	1	1	1	-	-	-	
3	Faridkot	6	2	1	2	1	-	-	-	
4	Ferozepur	8	5	1	1	-	-	1	-	
5	Gurdaspur	11	3	4	1	1	2	-	-	
6	Hoshiarpur	7	1	3	-	1	2	-	-	
7	Jalandhar	9	3	2	-	1	2	1	-	
8	Kapurthala	2	2	-	-	-	-	-	-	
9	Ludhiana	34	19	7	4	1	1	1	1	
10	Mansa	1	-	-	-	-	1	-	-	
11	Mukatsar	1	1	-	-	-	-	-	-	
12	Patiala	6	4	2	-	-	-	-	-	
13	Roop Nagar	6	4	2	-	-	-	-	-	
14	Sangrur	13	4	4	2	-	3	-	-	
Total		131	53	35	13	8	15	5	2	

1. AGE:-

Age limit for the post of Stenographer Grade-III category wise, as on 01.01.2011 will be as under:-

Sr. No.	Category	Minimum Age Limit	Maximum Age Limit	Relaxation in Upper Age Limit
1.	General	18	37	--
2.	SC/ST of Punjab	18	42	5 years
3.	BC/OBC of Punjab	18	42	5 years
4.	In Service Employees	18	45	45 years in the case of persons already in the employment of the Punjab/Haryana Govt., other State Govt. or the Govt. of India, High Court, other Subordinate Courts and U.T. Chandigarh.
5.	Ex-servicemen of Punjab	18	37+Number of years rendered in military service + 3 years	

2.QUALIFICATION

The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and must have proficiency in operation of computers (Word Processing and Spread Sheets).

3. SELECTION CRITERIA

The candidate shall have to pass a test at the speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same on computer. He/she shall also have to qualify computer proficiency test (Word Processing and Spread Sheets) of 20 marks by obtaining minimum 40% marks. Marks of this test would not be counted towards the final merit as it is of qualifying nature only. The candidates who qualify the shorthand test and computer proficiency test will be called for viva voce and checking of original testimonials. Select List will be prepared on the basis of merit.

4.HOW TO APPLY ONLINE

The online registration/filling of application forms by the candidates will consist of two steps.

1. **Registration Step 1:**

Candidate will get his Registration ID and Password and will print N.E.F.T. Receipt for deposit of Fee in the bank.

2. **Registration Step 2:**

Candidate to fill the remaining particulars, fee payment details in the form and to submit the form.

The detailed steps for Registration are given below :

Pre-Requisites for Step 1:

Candidates are required to have a valid personal active e-mail ID as all the information regarding recruitment will be sent on their recorded e-mail ID. In case a candidate does not has a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying online and must maintain that email account.

Step 1:

- 1 Candidate can apply online from anywhere at home, at any place where there is an access to the internet.
- 2 Open the registration form available on the site www.recruitmenthighcourtchd.com by clicking at the link for the state he/she wants to apply.
- 3 Fill the registration form with all the required details.
- 4 Every successful registration will be allotted a unique Registration ID and Password, which will be intimated to the candidate by way of SMS on mobile phone as well as on e-mail ID.
- 5 After getting the Registration ID and Password, take a printout of the 'Pay-in-NEFT slip'. Candidate should take printout in Landscape orientation. Candidate can also save the NEFT Receipt as PDF file for future reference.
- 6 Candidate has to take this printed pay-in-NEFT slip to any of N.E.F.T.(National Electronic Fund Transfer) enabled bank branch, **preferably to any branch of State Bank of Patiala**. The NEFT

receipt will contain the details of the Account of the Central Recruitment Agency and fee to be deposited by the candidate, depending upon his/her category.

- 7 After depositing the fee in the bank, candidate will get a unique Transaction ID number from the Bank.
- 8 In case candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.

Pre-Requisites for Step 2:

Before proceeding to Step 2, Candidate must ensure that he/she has the scanned image files of his/her photo & signature in PC/Pendrive/other soft media and application fee remittance details (Transaction details such as Unique Transaction No., Branch Name and Code etc.) for immediate uploading it to the website along with application data. For details please see [Guidelines for Uploading Photographs and Signature available on the website \[www.recruitmenthighcourtchd.com\]\(http://www.recruitmenthighcourtchd.com\)](#). Any application without photo and signature upload will be summarily rejected.

Step 2

- 1 After depositing the fee in the Bank, Candidate will Re-Login on the website again by making use of Registration ID and Password as provided in first step for online Registration. Candidate should fill in the Fee payment details i.e. transaction I.D., bank & branch Name, branch code, date of payment.
2. Upload his/her photograph, signature and NOC (if Govt. employee) and all other information as required in the online form.
3. After doing so, candidate will have the preview of the filled form . Candidate can edit/correct the information filled in step 2, at that time. If the information entered is correct, candidate should click on submit button to complete his Registration process and to view his/her profile. Then candidate will receive a SMS/Email in this regard. Candidate should take a printout of his/her profile.
- 4 After successful reconciliation of fee with the bank, candidate will receive SMS on his/her mobile phone and information on his/her e-mail ID that his/her application has been provisionally accepted.
5. The list of the candidates whose fee is reconciled will be available on website www.recruitmenthighcourtchd.com for reference of the candidates after closure of Advertisement.
6. After preparation and uploading of the admit cards on the website, the candidates will receive SMS and e-mail also. The candidates are to download and print their admit cards by visiting the website www.recruitmenthighcourtchd.com again by entering their registration ID and password. Candidates are advised to visit the website www.recruitmenthighcourtchd.com and check their e-mail accounts regularly for updates and important information. Unnecessary correspondence should be avoided.

5.EXAMINATION FEE(Non-Refundable)

(i) General Category	Rs.500/-
(ii) SC/ST/BC/OBC/ESM of the State of Punjab	Rs.125/-
(iii) Reserved categories of the other States	Rs.500/-

The necessary fee must be deposited on or before the last date and time of submission of applications. The candidates have to deposit the requisite fee by way of NEFT receipt printed after completion of Step 1 of registration. The NEFT receipt will contain the details of the Account of the Central Recruitment Agency and fee to be deposited by the candidate, depending upon his/her category. The fee is to be deposited in the Account of 'Central Recruitment Agency, Punjab and Haryana High Court, Chandigarh' in the savings bank Account number 65127897184 of State Bank of Patiala, Punjab and Haryana High Court, Chandigarh (IFSC code : STBP0000306) by way of National Electronic Fund Transfer (NEFT) mode only from any NEFT enabled branch of any bank, but preferably from any branch of State Bank of Patiala. No other mode of payment of fee is admissible.

6.LAST DATE

The candidate who fulfils the prescribed educational qualification and other eligibility conditions should apply online latest by 15.12.2011 upto 11.59 P.M. However, the requisite fee can be deposited with in Banking Hours only.

Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam.

7. TERMS AND CONDITIONS

- I. The candidate will only submit online application. No other means/mode of Application will be accepted or entertained in paper form, which is sent to the High Court directly.
- II. The conditions of employment/service and reservation for SC/ST and other categories shall be regulated as per the provisions of the Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules 1997 as amended from time to time. The reference of OBC category in the above Rules include BC category also.
- III. The benefit of reservation, age relaxation and fee concession will not be extended to the candidates of reserved categories of other States (except age relaxation to 'in service' candidates, as provided in Rules).
- IV. Merely satisfying the eligibility criteria does not entitle a candidate to be called for test. This Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- V. All other conditions of recruitment not covered in the above Notice shall be regulated as per the relevant provisions of the Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules 1997 as amended from time to time.
- VI. The certificate for the claim of reservation must be issued by the competent authority.
- VII. The candidates who are already serving in Govt./Semi-Government/PSU/Corporations/Boards should obtain 'No Objection Certificate' from their present employer and upload the same

together with the application form. In case the candidate is not in a position to submit the 'No Objection Certificate' with application, he/she will submit an undertaking to furnish the same latest at the time of viva voce/checking of testimonials.

VIII. The candidate should fulfil the condition of qualification on the last date of receipt of applications.

IX. The admission of candidates at all stages of the test will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time before or after the said test, it is found that a candidate does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any notice.

X. Application submitted through online Form does not imply that candidate has fulfilled all the criteria given in the Advertisement and Application is subject to subsequent scrutiny and the application can be rejected, if found to be not fulfilling the eligibility criteria at any point of time.

XI. The candidates must retain one copy of the photograph uploaded with the application form, with them as the same will be required at the time of test.

XII. After completion of the selection process, options with regard to the place of posting will be invited from the selected candidates and an effort will be made to adjust them as per their choice subject to their merit and the availability of post at the station of their choice.

XIII. No TA/DA shall be paid to the candidates for appearing in the test/viva voce.

OTHER IMPORTANT INSTRUCTIONS

1. Candidates will bring downloaded printouts of Admit cards at the time of test. No separate admit cards will be sent to the candidates for appearing in test.

2. For any technical query/clarification regarding the filling of the form, the candidate can call at Helpline number 9780178539 from 25.11.2011 to 15.12.2011 between 10.00 A.M. to 5.00 P.M. For any other query, candidate can call at Phone No.0172-6607239 of Central Recruitment Agency on all working days between 10.00 A.M. to 5.00 P.M.

3. If by mistake a candidate had filled in wrong data in the application form, then there is a provision to modify the application only once by entering his/her registration ID and Password. Thereafter, no modification will be permitted and the candidate will not be having the option to edit his/her data again.

4. An online application which is incomplete in any respect such as without the valid photograph and signature uploaded in the online application form will liable to be rejected.

5. Any information submitted by an applicant in his/her application will bind the candidate personally and if found to be false shall be liable for criminal prosecution apart from consequences in civil law as may be deemed requisite.

6. The candidate will be responsible for any mistake made by him/her in the online application form and High Court shall not be responsible or liable in any way.

7. The venue, date and time of the test of the candidates will be informed on the website www.recruitmenthighcourtchd.com

8. The Result will be displayed on websites www.recruitmenthighcourtchd.com and www.highcourtchd.gov.in.

Dated: 25.11.2011

**sd/-
O.S.D.(Recruitment)**