

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH

EMPLOYMENT NOTICE

Applications on prescribed form are invited for filling up 102 posts of Restorer (General 83, SC/ST/BC 11, Ex-servicemen 5, Physically handicapped 3) in the pay band of ₹. 5910-20200 Plus Grade Pay ₹.2400/- (with initial start of ₹.9880/-) plus usual allowances as admissible from time to time. There is no reservation for dependents of Ex-servicemen, therefore, dependents of ESM should not fill the Column of ESM. Totally blind persons are not eligible for this post. The number of vacancies can be increased or decreased without any prior notice.

Qualification Applicant must have passed 10+2 from the Central Board of School Education or from any recognized Education Board as on **03.09.2012**. Preference will be given to the applicants who have the knowledge of computer.

The candidates who apply for the post will have to appear in the written examination of 30 marks (English Composition and General Knowledge), practical test of 30 marks (proficiency in operation of computers i.e. word processing, spread sheets and use of Internet) and interview of 40 marks, to be held on a date to be notified later to assess their suitability for the post.

No candidate will be called for practical test and interview unless he/she obtains at least 40% marks in the written examination. Mere obtaining 40% marks in the written test will not by itself confer a right on a candidate to be called for practical test and interview. The Committee further reserves the right to shortlist the candidates to be called for practical test and interview. The final selection would be made on the basis of the marks obtained in practical test and interview.

Age 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. **03.09.2012**. For the candidates belonging to the reserved categories, upper age limit will be relaxed as follows;

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

Application Form (i) The application form is priced at ₹.200/- for General Category and ₹.100/- in case of SC/ST/BC/Ex-Servicemen/PH which includes examination fee also. The application form can be obtained on any working day **at the counters in Scooter/Cycle Stand Building near Post Office in High Court premises, between 11.00 a.m. to 1.00 p.m. and 2.00 p.m. to 4.00 p.m.**

The application form can also be obtained by post by sending a Bank Draft of

₹.250/- for (General Category) and ₹.150/- for (Reserved Category) drawn in favour of the Registrar General, High Court of Punjab and Haryana, Chandigarh, payable at Chandigarh. The envelop should be superscribed with the words "Request for form for the Post of Restorer". The office of the High Court will not be responsible for any postal loss or delay.

(ii) The last date for obtaining application forms by post is **25.08.2012**.

(iii) Candidates can apply on the prescribed form only.

(iv) Applicants already working in Subordinate Courts or Offices of the Govt. of State of Punjab, Haryana and U.T., Chandigarh should route their applications through proper channel.

(v) Applicants should affix their latest passport size photograph on the space specified in the application form.

(vi) Candidates should ensure that they fulfill all the eligibility conditions for applying to the posts as on **03.09.2012**.

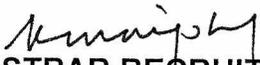
(vii) On verification of the testimonials/documents, if at any stage, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature will be cancelled without any notice or further reference, even after his/her selection/appointment

(viii) Applications, complete in all respects must reach in the Despatch Branch of this Court by **03.09.2012**. Incomplete applications shall be rejected.

(ix) Applications received after the due date shall be summarily rejected and no correspondence in this regard shall be entertained. The High Court shall not be responsible for postal delay.

(x) The Committee reserves the right to shortlist the candidates/applicants to be called for the written test in the event of receipt of large number of applications.

(xi) All other conditions of recruitment not covered in the notice above shall be regulated as per the relevant provisions of the High Court Establishment (Appointment and Conditions of Service) Rules 1973, as amended from time to time.


REGISTRAR RECRUITMENT