

EMPLOYMENT NOTICE

No. 1C/PULSA/CRA/2013 dated 25.09.2013

Candidate can apply online from	:	03.10.2013
Last date/time for Registration Step I:	22.10.2013	11:59 P.M.
Last date/time for Registration Step II:	24.10.2013	11:59 P.M.
Last date for receipt of applications fee:	24.10.2013	(within Banking Hours)
Last date for editing of applications:	24.10.2013	11:59 P.M.

1. The Central Recruitment Agency of the High Court of Punjab & Haryana at Chandigarh, on behalf of Punjab Legal Services Authority, invites applications online (www.recruitmenthighcourtchd.com) for filling up 37 vacant posts of Clerk in the Punjab Legal Services Authority at Chandigarh, District Legal Services Authorities and Permanent Lok Adalats (Public Utility Services) in the Districts of the State of Punjab, as per the details given below:-

Sr. No	Name of post with Pay Scale.	Total Number of Posts	Category wise breakup										
			Gen	SC of Punjab		BC/OBC of Punjab	PHC of Punjab	ESM & their dependents of Punjab			Sports person of Punjab		Ward of Freedom Fighter of Punjab
				Mazbi Sikhs/Balmiks	Other SC			General	Gen	SC	BC	Gen	
1	Clerk 10300-34800 + 3200/- Grade Pay	37	18	4	3	4	1*	2	1	1	1	1	1

* [Reserved for visually handicapped having blindness or low vision. Specified by Punjab Government letter no.10/26/95-5 SS/1252 dated 2.5.97.](#)

Note 1: The number of vacancies may be increased or decreased & consequently reservation may vary without any notice.

The selected candidate can be appointed any where in the State of Punjab including Chandigarh.

Note:-

- All the vacancies of Scheduled Castes, Backward Classes, Ex-Servicemen, Sports Person, Physically Handicapped and Wards of Freedom Fighters are reserved for residents of Punjab.
- The visually handicapped category candidates shall submit a certificate issued by the Principal Medical Officer/Civil Surgeon to the effect that the candidate is visually handicapped but otherwise fit for service or the post he has applied, for entitlement of age concession and employment under priority, at the time of checking of original testimonials, if selected. If candidates belonging to the category of 'blindness or low vision' are not selected for the posts reserved for them, the said vacancies shall be filled up from the other Physically Handicapped categories.

3. The State Government has defined the Visually Handicapped Category vide circular no. 10/26/95-5SS/1252 dated 2.5.1997.

2. AGE

Age limit for the post of 'Clerk' as on 1.1.2013 will be as under:-

Sr. No	Category	Minimum age limit	Maximum age limit	Remarks
1.	General	18	38	-
2.	Scheduled Caste	18	43	-
3.	Backward Classes	18	43	-
4.	Ex-Servicemen	18	38+ number of years rendered in military service + 3 years.	-
5.	Physically Handicapped	18	48	-
6.	Widow, woman legally separated, deserted from husband for more than two years, where husband has been ordered by civil or criminal court to pay maintenance to her, whose husband has remarried, wife of serving military personnel, disabled while in military service.	18	40	
7.	In Service employees	18	45	In the case of persons already in the employment of the Punjab/Haryana/ other State Governments/ Government of India.

3. QUALIFICATION

The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized university or institution as on last date of Registration step II. The applicant should have passed Matriculation examination with Punjabi as one of the subject as on last date of Registration Step II. Besides this, the applicant should also possess atleast one hundred and twenty hours (120 Hours) course with hands on experience in the use of Personal Computer or Information Technology in Office Productivity applications or Desktop Publishing applications from a Government recognized Institution or a reputed Institution, which is ISO 9001 certified or possess a Computer

Information Technology course equivalent to ‘O’ level certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Government of India.

Provided that where a War Hero who has been discharged from defence services or paramilitary forces on account of disability suffered by him or his widow or dependent member of his family, is appointed under the instructions issued in this behalf by the Government, the person so appointed will not be required to possess aforesaid knowledge of Punjabi language. Provided further that where a ward of Defence Service Personnel, who is a bonafide resident of Punjab State, is appointed by direct appointment, he shall have to pass an examination of Punjabi Language equivalent to Matriculation Standard or he shall have to qualify a test conducted by the Language Wing of the Department of Education of Punjab Government within a period of two years from the date of his appointment.

4. **MODE OF SELECTION**

The candidate shall have to take an objective/written (multiple choice) test in the following subjects:-

Sr. No.	Subject		Maximum Marks	Minimum Pass Marks	Minimum Qualifying Marks
1.	<u>Written test</u>	Mode of Test		33% in each subject of written test mentioned at Sr. No. a) and b).	40% marks in aggregate of written test and interview
	a) Mental Ability, General Awareness, Quantitative Aptitude (MGQ test)	Objective type on OMR	50		
	b) General English	OMR and Subjective type test	35		
2.	Interview		15		

At the first instance, answer sheets of the Mental Ability, General Awareness and Quantitative Aptitude test (MGQ Test) will be evaluated. There will be negative marking in multiple choice questions. For every wrong answer, 1/5th mark would be deducted. The question(s) not attempted will receive no credit or discredit. The answer sheets of the General English test will be evaluated only of those candidates who will qualify the Mental Ability, General Awareness and Quantitative Aptitude test by obtaining 33% marks or above. However, no candidate shall be considered to have qualified the written test unless he obtains 33% marks in each written test i.e. General English test and Mental Ability, General Awareness & Quantitative Aptitude test (MGQ Test).

Thereafter, out of the total candidates who will qualify the written test, candidates three times of the total vacancies may be called for the computer proficiency test. The Hon'ble Central Recruitment Committee reserves the right to vary this ratio. If two or more candidates at the last number get equal marks, all such candidates shall be considered eligible to sit in the computer proficiency test. The shortlisted candidates shall have to

qualify the proficiency test in operation of computer (word processing in English). Marks of computer proficiency test would not be counted towards the main merit as this test is only of qualifying in nature and merely passing the computer proficiency test does not guarantee for interview. Candidates two times of the vacancies or as decided by Hon'ble Central Recruitment Committee, who qualify the written test as well as computer proficiency test may be called for interview and checking of original testimonials. The interview shall carry 15 marks. The interview will be conducted by the Committee, as constituted by the Hon'ble Executive Chairman of Punjab Legal Services Authority, Chandigarh in consultation with Hon'ble Central Recruitment Committee. No candidate shall be considered to have qualified the test unless he/she obtains atleast 40% marks in aggregate of written test and interview and minimum 33% marks in each subject of written test.

Categorywise Merit list shall be prepared categorywise on the basis of the marks obtained in the written test & interview. If two or more than two candidates obtain equal marks, the candidate elder in age shall be selected first. Waiting list shall also be prepared, which shall be valid for six months. If a post is created or falls vacant within 6 months from the date of preparation of waiting list, candidate may be selected from the waiting list under orders of Hon'ble Executive Chairman of Punjab Legal Services Authority.

PUNJABI TYPE TEST

The person so appointed as Clerk shall have to qualify a test in Punjabi typewriting either on computer or on manual type writer or on electronic type writer, at the speed of 30 words per minute within a period of one year from the date of his appointment.

In case the person fails to qualify the said test within the specified period, he shall be allowed annual increment only with effect from the date he qualifies such test, but he shall not be paid any arrears for the period, during which he could not qualify the said test.

Provided that where appointment is offered to a War Hero, who has been discharged from defence services or dependent member of his family, under the instructions issued in this behalf by the Government, such person will not be required to qualify the test in Punjabi type writing.

5. SPECIAL INSTRUCTIONS

The decision of the Hon'ble Central Recruitment Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. The Hon'ble Central Recruitment Committee may shortlist the candidates at any stage of the recruitment process on the basis of some rational criteria. No inquiry or correspondence shall be entertained in this regard.

6. **HOW TO APPLY ONLINE**

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

(i) **Registration Step I:**

Applicant will get his Registration ID and password and will print 'Cash Deposit Receipt' for deposit of fee in the designated bank (State Bank of India).

(ii) **Registration Step II:**

Applicant to fill the remaining particulars, fee payment details in the form, then to "LOCK & SUBMIT" the application form.

The detailed steps for Registration are given below:

(A) Pre-Requisites for Step I:

Applicants are required to have a valid personal active E-mail ID as all the information regarding recruitment process will be sent on their recorded E-Mail ID. In case an applicant does not have a valid personal E-mail ID, he/she should create his/her new E-mail ID before applying online and must maintain that E-mail account, throughout the selection process. Applicants must give a valid Mobile number, as all the SMSes during the process will be sent on that number. Candidates are advised not to give mobile number of unknown person/stranger to avoid any future complication.

(B) Registration Step I:

- i. Applicant can apply online from anywhere at home, at any place where there is an access to the internet.
- ii. Open the registration form available on the site www.recruitmenthighcourthd.com by clicking at the button Punjab Legal Services Authority. Candidates will be diverted to online Registration page of Punjab Legal Services Authority.
- iii. Fill the registration form with all the required details.
- iv. Every successful registration will be allotted a unique Registration ID and Password, which will be intimated to the applicant by way of e-mail on recorded Email ID as well as by SMS on mobile phone. Applicants should ensure that Registration ID and Password had been delivered on mobile phone as well as on given E-mail ID. In case of non receipt of Email/SMS, for some time, applicants should contact on the technical helpline numbers (+91)8699002541 or (+91)8699002542. After getting the Registration ID and Password, take a print out of the 'Cash Deposit Receipt'. Applicant should take print out in "Landscape orientation". Applicant should also save 'Cash Deposit Receipt' as PDF file for future reference.
- v. Applicant has to take this printed 'Cash Deposit Receipt' to any Branch of State Bank of India for payment of fee in cash only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching the *State Bank of India* Branch will ask for depositing the fee under screen 8888 (fee type-204). No other mode of payment of fee is admissible.
- vi. The applicant who completes Registration Step-I, should go to Bank for deposit of fee only after 4 hours from the time of the Registration Step-I.
- vii. After depositing the fee in the Bank, applicant will get a Unique Transaction No./Journal No. from the Bank, which is required to be updated by applicant on website at the time of Registration Step-II.
- viii. In case an applicant fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.

(C) Pre-Requisites for Step II:

Before proceeding to Step II, applicant must ensure that he/she has a scanned image files of his/her passport size photograph & signature (with dark Black pen) in PC/Pendrive/other soft media and application fee remittance/deposit details (Transaction details such as Unique Transaction No./Journal No., Branch name and Code etc.) for immediate uploading it to the website alongwith application data. For details please see 'Guidelines for Uploading Photographs and Signature' available on the website www.recruitmenthighcourtchd.com. Any application without proper photograph and signature upload will be summarily rejected.

(D) Registration Step II:

- i. After depositing the fee in the Bank, applicant will Login on the website again by making use of Registration ID and Password as provided in first step for online Registration. Applicant should fill in the Fee Payment details i.e Transaction No./Journal No., bank and branch name, branch code, date of payment. The TRANSACTION NO./JOURNAL NO. given by the BANK is to be a SEVEN OR EIGHT DIGIT NUMERIC CHARACTER, which is to be filled in Transaction No./Journal No. field.
Considering the All India spread of the SBI, there is a possibility of writing of Transaction No./Journal No. on the 'Cash Deposit Receipt' by the bank staff variously as TID-0012121212 OR J-0012121212 OR 0012121212 etc. (If in eight digit) OR as TID-001212121 OR J-001212121 OR 001212121. (if in seven digits.) APPLICANT SHOULD FILL IN ONLY THE LAST 7OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES, In the above two cases, fill the Transaction No./Journal No. as 12121212 or 1212121.
- ii. Upload his/her photograph, signature and all other information as required in the online Registration Step II form.
- iii. After doing so, applicant will have the 'preveiw' of the filled form. Applicant can edit/correct the information filled in step II, at that time. Before pressing the button "LOCK & SUBMIT", candidates are advised to check the information filled by them carefully. If the information entered is correct, applicant should click on "LOCK & SUBMIT" button to complete his Registration process and to view his/her online application form. The applicant will receive a E-mail/SMS in this regard. Applicant should take a printout of his/her 'Online Application Form' for future use and record.
- iv. After successful re-conciliation of fee with the bank, applicant will receive Email/Sms on his/ her mobile phone.
- v. The lists of the applicants whose fee is reconciled will be available on website www.recruitmenthighcourtchd.com for reference of the applicants after closure of advertisement. Thereafter, scrutiny of applications will be done and eligibility of applicants shall be determined.
- vi. Thereafter, E-Admit Cards of provisionally eligible applicants will be uploaded on the website and the applicants will also receive E-mails/ SMS in this regard. The applicants are to download and print their E-Admit cards by visiting the website www.recruitmenthighcourtchd.com. again by entering their registration ID and password. Admit Cards shall not be sent by post.
- vii. Applicants are advised to visit the website of Central Recruitment Agency and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Central Recruitment Agency should be avoided.
- viii. **If by mistake an applicant fills in wrong data in the application form, then there is a provision to modify/edit certain information in the application form only once by entering his/her registration ID and Password & after following**

the given instructions. Thereafter, no modification will be permitted and the applicant will not be having the option to edit his/her Application data again.

7. EXAMINATION FEE (Non-Refundable)

(i) General Category	:	Rs.600/-
(ii) SC/ ST/ BC of Punjab	:	Rs.150/-
(iii) Ex-Servicemen of Punjab and their dependent.	:	Rs.100/-
(iv) PHC of Punjab	:	As per their original category i.e. General/SC/ST/BC/ESM

The necessary fee must be deposited on or before the last date and time fixed for the purpose. The applicants have to deposit the requisite fee by way of 'Cash Deposit Receipt', printed after completion of Step-1 of registration, in any Branch of State Bank of India only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching the State Bank of India Branch will ask for depositing the **fee under Screen 8888 (Fee Type-204). No other mode of payment of fee is admissible. The fee once paid will not be refunded in any case.** The applicant must retain the 'Cash Deposit Receipt' in original for future use.

8. LAST DATE

The applicant who fulfills the prescribed educational qualification and other eligibility conditions may register for Step I from 03.10.2013 to 22.10.2013 upto 11:59 P.M. Thereafter Step I Registration will be closed. The applicant, who completes Step I registration should go to Bank for deposit of fee only after 4 hours from the time of Registration Step-1 However, the requisite fee can be deposited within Banking Hours only. Last date / time for completing the registration Step-II is 24.10.2013 upto 11:59 P.M

Applicants are advised in their own interest to apply online much before the closing dates and not to wait till the last date for depositing the fee and completion of Registration Step-II to avoid the possibility of disconnection/inability /failure to log on the website on account of heavy load on internet /website jam. Central Recruitment Agency shall not be responsible, if any applicant failed to apply or complete the Registration process due to aforementioned reasons. No further time shall be granted in any circumstances for the aforesaid purpose.

9. DATE OF EXAMINATION

The written examination is likely to be conducted in the month of November, 2013 and Computer Proficiency Test in the month of December, 2013. The exact date will be notified on the website of Central Recruitment Agency (www.recruitmenthighcourtchd.com) and candidates are advised to regularly visit the website.

10. IMPORTANT INSTRUCTIONS

- The application can be submitted through online mode only.** No other means/ mode of application will be accepted or entertained in paper form, which is sent to the Central Recruitment Agency directly except in case of 'Government employees' as detailed in term (vii) below.
- The conditions of employment/service and reservation shall be regulated as per the instructions of the Punjab Government issued from time to time.
- The benefit of relaxation in age, fee and reservation, will not be extended to the applicants of reserved categories of other States (except age relaxation to 'Government employees' as provided in Rules)

- iv. Merely satisfying the eligibility criteria does not entitle an applicant to be called for test. Hon'ble Central Recruitment Committee reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. as spelt out in the advertisement.
- v. All other conditions of recruitment not covered in the above Notice shall be regulated as per the Rules/Instructions of Punjab Government issued from time to time or issued by the Hon'ble Executive Chairman of the Punjab Legal Services Authority.
- vi. The certificate for the claim of reservation must be issued by the competent authority as per the instructions of Punjab Government. Candidates applying in the Sports person category should have the Gradation certificate issued by Director Sports, Punjab well before the submission of the application.
- vii. **The applicants who are already serving in Government/Semi Government/PSU/Corporations/ Boards must send hard copy (Downloaded from Website) of his/her application to the Assistant Registrar, Central Recruitment Agency, Punjab and Haryana High Court, Chandigarh through proper channel otherwise his/her candidature is liable to be rejected. Such application must reach CRA within 10 days from the last date of registration step-II, till 5:00 P.M. In case, hard copy is not received by due date, the soft application of such candidates would not be taken into consideration for Recruitment purpose.**
- viii. **The applicant should fulfil the condition of qualification on the last date of receipt of applications i.e.24.10.2013 (last date of Registration Step-II).**
- ix. The admission of applicants at all stages of the test will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any time before or after the said test, it is found that an applicant does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any further notice.
- x. Application submitted through online Form and mere issuance of provisional E-Admit Card does not imply that applicant has fulfilled all the eligibility conditions given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected, if the applicant is found to be not fulfilling the eligibility conditions at any point of time.
- xi. The applicants must retain three copies of the photograph uploaded with the application form, with them as the same will be required at the time of test at later stage.
- xii. No TA/DA shall be paid to the applicants for appearing in the test/ for interview and checking of documents.
- xiii. Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, thereafter.
- xiv. **E-ADMIT CARD:-** Applicants will bring downloaded printouts of E-Admit Cards at the time of test. No separate Admit Cards will be sent to the applicants for appearing in the test.
- xv. **HELPLINE:-** For any technical help regarding the filling of the online Application form, the applicant can call at Helpline number from 03.10.2013 to 24.10.2013 between 10:00 A.M. to 5: 00 P.M. For any other query regarding terms and conditions of Advertisement, applicants 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.
- xvi. An online application which is incomplete in any respect, such as without the valid/clear photograph and signature uploaded in the online application form, shall be liable to be rejected.
- xvii. **Any person trying to upload irrelevant photographs or any other material would be proceeded against as per Law. IP address of the computer system accessing the online application form shall be noted for security purposes.**
- xviii. Any information submitted by an applicant in his/her application will bind the applicant personally and if found to be false, he/she shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.
- xix. The applicant must check the information before locking and submitting the same. An applicant will be responsible for any mistake made by him/her in the online application form and Central Recruitment Agency/Punjab Legal Services Authority shall not be responsible or liable in any way.

- xx. The venue, date and time of the test will be informed on the website www.recruitmenthighcourtchd.com. Email/SMS will also be sent to the candidates in this regard. They are advised to visit website of Central Recruitment Agency and to check their Email (inbox as well as spam box) regularly.
- xxi. The result will be displayed on websites www.recruitmenthighcourtchd.com, www.highcourtchd.gov.in and www.pulsa.gov.in.

O.S.D.(Recruitment)
Punjab and Haryana High Court,
Chandigarh

Member Secretary,
Punjab Legal Services Authority,
Chandigarh.