

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH

DETAILED EMPLOYMENT NOTICE

Advt. No.02/AL/HC/2023

Dated:25.09.2023

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 and from the employees working on the establishment of this Court having a minimum five years of experience in any cadre. 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 applicant shall be subjected to medical tests as may be prescribed.

As per Pay Matrix of 7th Central Pay Commission in terms of Office Order dated 05.09.2022 issued under Endst. No. 1048-1050/Spl./2Exc. Cell dated 05.09.2022, the Pay Scale of Assistant Librarian in the Establishment of this Court is Rs. 35,400/- under (Level-6).

Educational Qualification

2. The candidate must have passed Master's/Bachelor's degree in Library Science with minimum 55% marks from the recognized University/Institute. Preference shall be given to the candidate possessing qualification of LL.B from the recognized University/Institute.

Further provided that the selected candidate shall have to acquire Post Graduate Diploma in Digital Library and Data Management or Post Graduate Diploma in Library Automation and Networking from a recognized University/Institute within two years of joining the service, if

such candidate does not possess such qualification, failing which the probation of the candidate shall not be confirmed.

Age:

3. The candidate shall not be less than 25 years or more than 35 years of age on the last date of submission of application i.e. 31.10.2023. However, the age relaxation for Persons with Disabilities (Physical Handicapped), Ex-Servicemen and SC/ST/BC categories is as under:-

- 1) Persons with Disabilities (Physical Handicapped) 10 years over and above the prescribed Upper age limit.
- 2) Ex-servicemen By number of years equal to Defence service
- 3) For the Candidates belonging to SC/ST/BC categories, upper age limit will be relaxed by 3 years.

Provided that there shall be no upper age limit for the employees working on the establishment of this Court.

Reservation:

4. Benefit of reservation against SC/ST/BC categories will be available only to those who have got SC/ST/BC certificate issued by 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 as 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 self attested complete copy of their discharge book along with their application form, 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 mentioned in the Application Form will not be allowed to be changed on any ground.

10. For determining the age, no document except Matriculation Certificate shall be admissible as a proof of date of birth.

Selection Criteria:-

11. The selection will be made on the basis of common competitive examination which comprise of written examination and viva-voce. Written test comprising of 150 marks shall be of two hours duration, which will consist of 150 objective type multiple choice questions based on Library and Information Science (60 marks), General Knowledge (30 marks), English Language (20 marks), Hindi Language (20 marks) and Punjabi Language (20 marks). Each question will carry one mark and there will be no negative marking for wrong answers. The candidate who secures minimum 50 percent marks in written test shall qualify for the computer proficiency test.

The candidates qualifying the written test shall have to appear in the computer proficiency test of 20 marks which shall consist of two parts as under:-

- I. In word processing/type test of 10 marks, candidates shall have to type a given paragraph of 300 words in 10 minutes. The marks shall be calculated as under:-
 - a. Total words typed – (minus) mistakes = Net Correct words typed
 - b. Total net words typed = Marks obtained
(10x3)
- II. In spread sheet/M.S. Excel test of 10 marks, candidates shall have to draw a table and answer the questions using commands/formulas in 10 minutes.

The candidates shall have to secure a minimum of 40 percent marks in the computer proficiency test in order to qualify for the viva-voce. The computer proficiency test shall be only qualifying in nature and marks thereof shall not be counted while drawing final merit.

The candidates who qualify the computer proficiency test shall be shortlisted equivalent to five times of the advertised vacancies in order of merit of written test for viva-voce of 50 marks for assessing their suitability for the post in question. The candidate has to secure a minimum of 40 percent marks in the viva voce in order to be eligible for consideration of appointment. Final selection would be made on the basis of total marks obtained in written test and viva voce.

Further provided that the selected candidate shall have to acquire Post Graduate Diploma in Digital Library and Data Management or Post Graduate Diploma in Library Automation and Networking from a recognized University/Institute within two years of joining the service, if such candidate does not possess such qualification, failing which the probation of the candidate shall not be confirmed.

Fee:-

12. 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. 500/-.

13. The candidates of Ex-Servicemen and Persons with Disabilities (Physically Handicapped) categories shall have to pay Rs.300/- as application fee.

14. 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 have to pay an application fee of Rs.1000/-.

15. The fee shall be deposited by way of the Bank Draft only payable at Chandigarh in favour of **The Registrar General, Punjab and Haryana High Court, Chandigarh.**

16. Payment of lesser fee/ charges for whatsoever reason including wrong mentioning 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:-

17. 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 submit documents only in support of the

particulars mentioned /information given in the application form and not otherwise. Information given in the application form shall be 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:-

18. The last date for determining permissible age and other eligibilities in all respects shall be 31.10.2023.

The applicants, who fulfill the prescribed qualification and other eligibility conditions, will have to submit their applications on the prescribed form duly filled in along with self attested copies of the relevant testimonials and two passport size photographs and applications shall reach in the **Coordination Branch (Receipt & Dispatch), Punjab and Haryana High Court, Chandigarh, 160001 on or before 31.10.2023 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 kind of delay in submitting applications in office before closing hours of last date including delay on the part of Postal/ Courier Services.

19. 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 will be entertained. No correspondence in this regard will also be entertained.

Other Important Instruction:-

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

21. Candidate, who is working in Government Department/ Semi-Government Department/ Corporation/ Board, shall himself/herself submit upto the given last date the original Application Form, Demand Draft, requisite documents and Annexures along with 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 any delay or otherwise on the part of 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.

22. 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.

23. 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.

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

25. The candidates shall have to 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.

26. 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 only and not otherwise. 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.

27. 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 incomplete / wrong given address/contact.

28. The candidates shall specifically mention in "Yes" or "No" about registration, pendency or conviction in/of any criminal proceedings or bound down in security proceedings. If the answer is 'yes' give the details and attach the relevant proof/order with the application form.

29. 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).

30. The candidates shall fill all the columns in the Application Form, Affidavits and Annexures, scrupulously. Incomplete Application Form/ Affidavits/Annexures will be rejected summarily and no correspondence will be entertained in this regard.

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

32. The Candidate must affix his/her latest (not more than one month old) passport size photograph (duly attested by the Gazetted Officer or self-attested) 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.

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

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

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

36. All announcements/ information regarding this recruitment process will be notified on the official website of this Court i.e. 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.

37. 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.

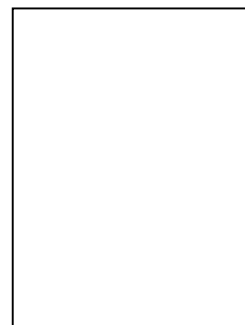
Sd/-

OSD 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 31.10.2023
(_____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. Mention whether the applicant possesses qualification of LL.B. from the recognized University/Institute (Yes or No) -----

If yes, then attach the documents in proof.

10. Whether the applicant has acquired Postgraduate Diploma in Digital Library and Data Management or Postgraduate Diploma in Library Automation and Networking from recognized University/Institute. (Yes or No) -----

If yes, then attach the documents in proof.

11. (a) Mention the category under which applied along 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) -----

12. (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) -----

13. (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. -----

14. (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

15. (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)

16. (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)

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

17. Any other information etc.

Details of Demand Draft
(Attach in original)

Demand Draft No.:-----

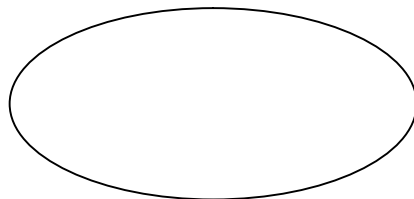
Dated:- -----Amount-----

Name of the Bank-----

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 in 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)

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_____

"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 applies for the post of Assistant Librarian 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 departmental 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:-