

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

Online applications on prescribed format and Annexures (attached hereinafter) are invited for filling up of 14 (General-12, SC/ST/BC-01, Ex-Servicemen-01) vacant posts of Restorers (subject to increase/decrease without any notice) on the Establishment of this Court through a competitive examination in the pay scale of Rs.5910 – 20200 and Grade pay Rs.2400/- (with initial start of Rs. 9880/-) plus usual allowances as admissible from time to time. Duty hours of the selected candidates may extend beyond normal working hours and even at odd hours without any extra payment or allowances. The selected candidates shall be subjected to medical tests as may be prescribed.

**Qualification**

2. Applicant must have passed 10+2 from the Central Board of School Education or from any recognized Education Board. Preference will be given to the applicants who have the knowledge of computer. Merely satisfying eligibility criterion does not entitle candidates to be called for test. High Court reserves right to adopt any short listing criterion to call the candidate for the test. Further, High Court reserves the right to alter/modify or change any of the terms and conditions including selection criterion etc. spelt out in the Detailed Employment Notice. Candidates are therefore advised to exercise their discretion and no objection in this regard will be entertained. Candidates must possess requisite qualification(s) as on cutof date i.e. 23.12.2014.

**Age**

3. 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 23.12.2014 However, the age relaxation for Physically Handicapped and Ex-Servicemen Category is as under:-

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

**Reservation:-**

4. Benefit of reservation against SC/ST/BC categories will be available only to the bona fide residents/permanent domiciles of the States of Punjab, Haryana and U.T. Chandigarh. All other such candidates shall apply under general category. Candidates belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per Rules applicable in their State and shall besides production of BC certificate, have to furnish undertaking on the format as per Annexure 'I'. Candidates shall retain the signed Annexure 'I' to be submitted as and when demanded. Benefit of reservation under Ex-Servicemen (ESM) Category is available only to Ex-Servicemen themselves. Age relaxation for Person with Disabilities (Physically Handicapped) will be governed by Rules adopted/framed by High Court amended from time to time.

**Fees:**

5. General category candidates and the SC/ST/BC candidates of areas other than States of Punjab, Haryana and UT Chandigarh shall have to pay fee @ Rs. 400 and all other category candidates shall have to pay @ Rs.200 through Bank deposits as detailed in "How to Apply" on the webpage. Bank service charges will be extra. Payment of less fee for whatsoever reasons including wrong selection of category will entail rejection of candidature at any stage of recruitment process. Fee will not be refunded under any circumstances.

**Last Date:-**

6. The last date for determining permissible age and other eligibilities in all respects shall be 23.12.2014. Registration Step – 1 shall be completed up to 11:59 PM on or before 23.12.2014. Candidates who successfully completed Step-1, will have to complete Step-II on or before 26.12.2014 by 04:00 PM.

**Selection Criterion**

7. 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 the dates to be notified later to assess their suitability for the posts. The final selection would be made on the basis of practical test and interview.

8. 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 High Court also reserves the right to adopt any criterion to shortlist the candidates to be called for practical test and interview. Candidates are therefore advised to exercise their discretion and no objection in this regard will be entertained. The final selection would be made only on the basis of the marks obtained in practical test and interview.

9. Candidates will have to produce their original documents for checking at the time of interview or as and when demanded. Merely because candidates are called for checking, it does not mean that they have qualified the test or are eligible for selection. High Court reserves the right to determine the number of candidates to be called for testimonial(s) checking and their suitability for the job. All the demanded testimonial(s) have to be produced and no extra time will be given.

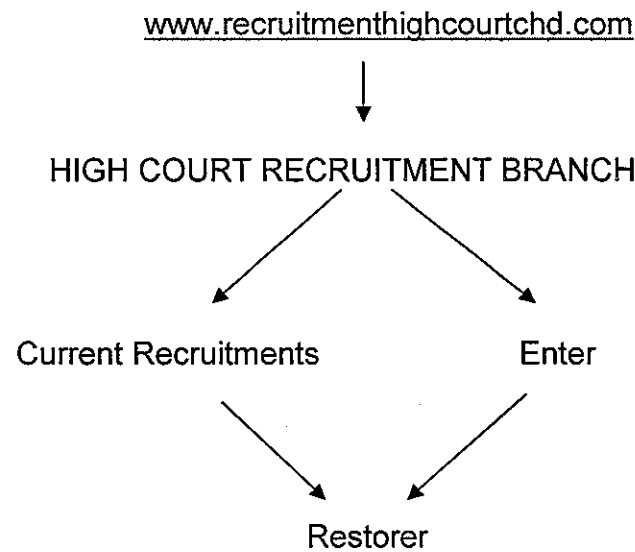
**Documentation:-**

10. No document is to be uploaded at the time of completion of registration Step-1 and Step-2. The admission of the candidates 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 candidate does not fulfill any of

the eligibility conditions his/her candidature shall stand cancelled without any notice. The candidates shall produce documents in support of the particulars mentioned/information given in the Registration/Application forms and not the vice-versa. Information given in the Registration/Application form is treated as final and binding so far as candidates are concerned. No document except NOC, created or procured after cut off date will be accepted.

**How To Apply:-**

11. The procedure for submission of online applications/registration forms shall comprise of Step-1 and Step-2. For that candidates are required to download, read and follow the instructions given under hyperlink "How To Apply" on the webpage. For that, candidates shall visit/click:-



12. Registration Step-2 will not be complete unless candidates press the 'submit' button and receive the SMS in this regard. Having preview of the application by pressing 'Preview' button will not complete the registration step. Candidate shall be extra careful in this regard to avoid subsequent disappointment.

13. Candidates shall be extra careful while giving information in their registration steps. No correspondence/request will be entertained for substitution/variation/alteration on any ground of any the entries submitted by the candidates.

**Other Important Instructions:-**

14. Application by Departmental Candidates:-

Candidates working in Government Departments/Semi Government Departments/Corporations/Boards shall download NOC Annexure-II. They shall submit application/complete Registration Steps-1 & 2 before last dates fixed and thereafter take the print out of the submitted application. The print out along with complete Annexure-II attested by Competent Authority shall reach office of the Registrar Recruitment through

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proper channel before 4.00 p.m. on or before 22.01.2015. Punjab & Haryana High Court employees shall also apply on-line before last dates fixed and thereafter take the print out of the submitted application. They shall submit the print out of the application through Registry of the High Court which shall reach the office of Registrar Recruitment before 4.00 p.m. on or before 22.01.2015. Recruitment Branch shall not be responsible in any way if the applications so submitted by the candidates fail to reach the office of Registrar Recruitment within the given time. Online applications of such candidates shall stand automatically rejected in case the second print out copy is not so received through proper channel and they will not be entitled to lay claim under any other category.

15. Candidates shall have to furnish information in the application about any of their close relative working in the establishment of High Court or any sub-ordinate court in the States of Punjab, Haryana and U.T. Chandigarh. The close relative means 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, and/or in the Subordinate Courts in the States of Punjab, Haryana and U.T., Chandigarh.

16. Candidates shall have to solemnly state correct particulars as to their previous employment, if any.

17. Acceptance of applications submitted through online process does not imply that candidates have fulfilled all the criterion given in the detailed Employment Notice. The application/information shall be subject to subsequent scrutiny and can be rejected at any point of time if found not fulfilling the eligibility criterion.

18. Candidates shall have a valid E-mail address and contact number as information will be supplied on SMS and/or E-mail. In case of non-reaching of the information due to defect or failure of given contact numbers/E-mail, this Court shall not be responsible.

19. Candidates must retain one copy of application form, and copy of photograph uploaded as the same may be required at any time subsequently.

20. No TA/DA will be paid to the candidates appearing for the test/viva voce/testimonial(s) checking.

21. The Committee reserves the right to shortlist the candidates to be called for the written examination in the event of receipt of large number of applications.

22. Any other terms and conditions not specifically mentioned above shall be governed in accordance with the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, unless instructed otherwise.



**REGISTRAR RECRUITMENT**

**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 of the Candidate \_\_\_\_\_

Name  
(in block letters) \_\_\_\_\_

Father's Name  
(in block letters) \_\_\_\_\_

Post Applied \_\_\_\_\_

**Note:-** After downloading, Please sign it and keep it. Original has to be produced as and when demanded along with other documents.

**Annexure 'II'**

**"NO OBJECTION CERTIFICATE"**

(To be issued by the Head of the Department in case the candidate 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 test for the post of Senior Scale Stenographers to be held in the Punjab and Haryana High Court at Chandigarh. The service particulars of the candidate 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/  
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