

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH.

EMPLOYMENT NOTICE.

Applications are invited for filling up 07 posts of Court Manager (4 posts in the Subordinate Courts of Punjab and 3 posts in the Subordinate Courts of Haryana) in the pay scale of Rs 15,600-39,100 with Grade Pay Rs 6600/- on temporary basis which are likely to be continued. The number of posts can be increased or decreased without any prior notice.

Qualifications

Candidates must possess a degree of B.Tech Computer Science/B.Tech IT with M.B.A (in regular/face to face mode excluding distance education) from a recognized University preferably with 2 years managerial experience in reputed organization having a reasonable turnover or standing. Preference will be given to the candidates having qualification in the field of law. Candidates having passed Post Graduate Diploma in Business Administration (PGDBA), such as PGDBM, PGDHR, PGDIT etc shall not be eligible.

Age Limit

The age of the candidate should not be less than 25 years and more than 35 years on the last date of the receipt of application i.e. 30.04.2014

Work Profile of Court Managers

Court Managers shall manage/coordinate the case flow management i.e. filing, entrustment, listing, disposal of cases and shall keep track of old cases. They shall be expected to work towards the optimum utilization of human resources available at the District Courts. They shall prepare the annual budget and ensure utilization of funds allocated from time to time. They shall play a key role in the computerization of the Court working under the ongoing e-Court project & also in data management. They will also be assigned duties regarding stock management, proper maintenance of Court records. They will also look after the infrastructure available at each district and shall contribute towards upkeeping and proper maintenance of the Court Complexes.

Mode of Selection.

The appointments shall be made on the basis of the performance of the candidates in viva voce to be conducted by the Selection Committee. However, keeping in view the number of applications received, the Selection Committee may shortlist the candidates for viva voce after holding a written test or following some other suitable criteria.

All other conditions of service/recruitment not mentioned in this notice shall be determined/notified by the Hon'ble High Court from time to time.

The application on the proforma given herewith, complete in all respects accompanied by a Demand Draft of Rs. 500 /- in favour of the Registrar General, High Court of Punjab and Haryana, Chandigarh, payable at Chandigarh should be submitted with the Coordination (Despatch /Receipt) Branch of the High Court or can be sent by post to the Registrar Recruitment so as to reach on or before the closing hours of 30.04.2014 upto 5.00 PM together with attested photocopies of certificates and two passport size photographs duly attested.

Other Conditions

1. The application must be submitted on the prescribed format only enclosed herewith for downloading. The application submitted otherwise than in the prescribed proforma shall be rejected summarily.
2. The candidates already in Govt/Semi Govt service or in the service of any Corporation/Board should submit/route their applications through their respective Head of the Department.
3. Candidates should ensure that they fulfill all the eligibility conditions for admission to the examination as on 30.04.2014
4. Application received after the due date i.e. 30.04.2014 shall be summarily rejected.
5. The registry will not be responsible for any postal loss or delay and the application received after the due date shall be rejected summarily and no correspondence in this regard shall be entertained.
6. Applicant must affix their latest passport size photograph on the space specified in the application form.
7. Candidates having more than one living spouse shall not be eligible for appointment.
8. No TA/DA will be paid to the candidates for appearing in the test/viva voce.

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8. Whether the candidate is in Govt. service, if yes, give details of service _____
9. Whether the application is being routed through proper channel? _____
10. Was the candidate ever arrested/ detained in police or judicial custody or ordered to be bound down in security proceedings or convicted for any offence. If so, give details. _____
11. Whether the candidate had previously served in any Govt. Department? If yes, whether he/she was discharged, removed or dismissed. Give details. _____
12. Whether the candidate has any relative in the service of High Court or any court Subordinate thereto in the state of Punjab, Haryana and U.T., Chandigarh, If yes, give particulars. _____
13. Experience if any _____

14. Details of Bank Draft No.....Date.....Bank.....
Amount.....

Date: _____

Place: _____

Signature of the Candidate

“DECLARATION BY THE CANDIDATE”

I solemnly declare that the particular (s)/information(s) given by me in column numbers 1 to 15 above are true and correct to the best of my knowledge and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s)/information(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment if so made be treated as cancelled/terminated and I shall not claim anything on the basis thereof.

Date: _____

Place: _____

Signature of the Candidate

Note.

- Wrong information given by the candidate on any point will be taken as misconduct rendering his/her candidature liable to be cancelled or services liable to be terminated at any point of time on that account.

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