

PUNJAB AND HARYANA HIGH COURT, CHANDIGARH
EMPLOYMENT NOTICE

Applications on prescribed forms are invited for filling up 163 temporary vacant posts of Clerks (General 134, SC/ST/BC 16, Ex-servicemen 08, Physically handicapped 05 i.e *Low vision 2, Hearing impaired 2 and Orthopaedically handicapped 1*) on the establishment of Punjab and Haryana High Court, Chandigarh in the pay scale of Rs.5910-20200 and Grade Pay Rs.1900/-(with initial start of Rs.7810/-) plus allowances as admissible from time to time through a competitive examination. Totally blind persons are not eligible. Number of vacancies is liable to be increased or decreased without any prior notice.

EDUCATIONAL QUALIFICATION

The minimum qualification for the post of Clerk is Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and proficiency in operation of Computer (Word Processing and Spread Sheets).

SELECTION CRITERIA

The objective type test will be of the duration of 120 minutes and the candidates will have to answer 200 questions. No candidate will be considered to have qualified the objective type test unless he obtains 33% marks. For every correct answer the candidates will be awarded one mark. However, for every wrong answer, 0.25 marks would be deducted. The question(s) not attempted will receive no credit or discredit. In the objective type test, the questions will be about General Knowledge, Numerical Ability, General English, Reasoning, Clerical Aptitude, General Intelligence and General Awareness. The objective type test will be held at Chandigarh/or at other location to be notified to the candidates later on.

The candidates equal to 10 times the number of vacancies will be shortlisted on the basis of the result of objective-type test. The candidates short listed shall have to appear in a written examination of three hours duration in the following subjects:-

S.No.	Subject	Maximum Marks
1.	English Composition	150
2.	General knowledge	50
3.	Precis Writing	50
4.	Hindi(Devnagri Script) Or Punjabi (Gurmukhi)	50

No person shall be considered to have qualified the written examination unless he/she obtains at least 40% marks in the aggregate and at least 33% marks in each of the subject. Out of the candidates who qualify the written examination, the candidates may further be short listed for the typing/computer test, and also for viva voce. The candidates short listed after the written examination and typing/computer test will have to appear for a viva voce test which shall be of 50 marks. No candidate shall be called for the viva-voce unless he/she qualifies the typing/computer test (English) with a minimum speed of 30 w.p.m. No candidate shall be considered to have qualified the type/computer test, if he/she commits more than 10% mistakes.

The physically incapable candidates who produce Medical Certificate from the Civil Surgeon of the District to which he/she belongs certifying that he/she is physically incapable of type/computer writing shall be exempted from qualifying the aforesaid type/computer test. .

The age of candidates belonging to the General Category should not be less than 18 years and more than 27 years as on the last date of receipt of applications. For the candidates belonging to the reserved categories, upper age limit shall be relaxed as follows;

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

The conditions of employment/service and reservation for SC/ST and other categories shall be regulated as per provisions of High Court Establishment (Appointment and Conditions of Service) Rules 1973.

APPLICATION FORM

The application must be on the prescribed application form. The application form is priced at Rs.300/- (Rs.150/- in case of SC/ST/BC/OBC P.H./Ex-servicemen) which includes examination fee also. The application form can be obtained by hand on any working day at Gate No.2 of Punjab and Haryana High Court, Chandigarh between 11.00 A.M. to 1.00 p.m. and 2.00 p.m. to 4 p.m. The application form can also be obtained by post by sending a Bank Draft for an amount of Rs.350/- (cost of application form Rs.300/- plus Rs.50/- as postal charges for General Category) and Rs.200/- (cost of application form Rs.150/- plus Rs.50/- as postal charges for

Reserved Category) drawn in favour of Registrar General, Punjab and Haryana High Court payable at Chandigarh, at candidate's own risk. The envelope should be superscribed with the words, "**Request for form for the Post of Clerk**". The last date for obtaining application forms by post is **15.12.2010**.

LAST DATE

The candidates who fulfill the prescribed educational qualification and other eligibility conditions should submit their applications on the prescribed form duly filled in with the Coordination Branch of Punjab and Haryana High Court on any working day till 5 p.m. up-to 24.12.2010. The applications can also be sent by Registered post in the envelope provided with the application form so as to reach latest by **24.12.2010** at 5.00 p.m. The Registry will not be responsible for any postal loss or delay.

OTHER CONDITIONS

No man who has more than one wife living and no woman who is married to a man having already a wife living shall be eligible for appointment as a member of the High Court Establishment.

The candidates already in Govt./Semi Govt. service or in the service of any Corporation/Board should submit their applications through proper channel.

Candidates should ensure that they fulfill all the eligibility conditions for admission to the examination as on **24.12.2010**. Their admission at all the stages of examination for which they are admitted by this Registry viz. Written/Computer typing test and the viva voce will be purely provisional 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 tests/interview, it is found that the candidate does not fulfil any of the eligibility conditions; his /her candidature for the examination shall stand cancelled without any notice or further reference.

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

No TA/DA will be payable to the candidates for appearing in the tests/viva voce.

Sd/-
REGISTRAR RECRUITMENT