

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH

EMPLOYMENT NOTICE

Applications are invited for filling up 18 posts of Court Manager in the Subordinate Courts of Haryana and 16 posts of Court Manager in the Subordinate Courts of Punjab (Subject to variation on both sides) in the pay scale of Rs.15,600 – 39,100 with Grade Pay Rs.6600/-, on temporary basis which are likely to be continued.

Qualifications

The minimum qualifications for the post of Court Manager are B.Tech Computer Science/B.Tech IT with M.B.A from a recognized university. Preference will be given to the candidates having sufficient experience and qualification in the field of Law.

Age Limit

The age should not be less than 25 years and more than 35 years on the last date of the receipt of applications i.e. 07.02.2011.

Mode of selection

There will be an objective type written test of general knowledge apart from knowledge of subject concerned of the level of M.B.A/I.T of all the candidates followed by viva-voce.

All other conditions of service/recruitment not mentioned in this notice shall be regulated under the relevant provisions of the Punjab/Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997.

The applications on the proforma given below, complete in all respects accompanied by DD amounting Rs. 500/- (Five Hundred only) in the favour of the Registrar General, High Court of Punjab and Haryana, Chandigarh, payable at Chandigarh should reach on or before the last date of receipt of application together with copies of certificates and photograph duly attested.

Application form

APPLICATION FORM FOR THE POST OF COURT MANAGER

(To be filled in by the candidate)

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|---|------------------------------------|--|
| 1. Name of the candidate (in block letters) | _____ | Paste latest photograph duly attested by a Gazetted Officer. |
| 2. (i) Father's Name | _____ | |
| (ii) Mother's Name | _____ | |
| 3. Permanent Address | _____ _____ _____ | |
| 4. Address for correspondence | _____ _____ | |
| | Telephone/Mobile No. _____ | |
| 5. (i) Date of Birth as entered in the matriculation examination or its equivalent. | _____ | |
| (ii) Age as on 07.02.2011 | _____ Year _____ Months _____ Days | |
| (iii) Sex (Male/Female) | _____ | |

6. Educational qualification (matric onward):-

| Name of Board/ University. | Exam passed | Total Marks | Marks obtained | % age |
|----------------------------|-------------|-------------|----------------|-------|
| | | | | |
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7. Whether the candidate is in Govt. Service? _____
If yes, give details of service.

8. Whether the application is being routed through proper channel ? _____

9. 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. _____

10. Whether the candidate had previously served in any Govt. Department? If yes, whether he/she was discharged, removed or dismissed. Give details. _____

11. Whether the candidate has any relative in the Service of the High Court or any Court Subordinate thereto in the States of Punjab Haryana, and U.T., Chandigarh? If yes, give particulars. _____

12. Details of Bank Draft No. _____ Date _____ Bank _____
Amount _____

Place _____
Dated _____

(Signature of the candidate)

“Declaration to be given by the candidate”

I solemnly declare that the particular(s)/information given by me in column numbers 1 to 12 above is/are true and correct to my knowledge and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s)/information given above is/are found to be incorrect/false at any stage, my candidature/appointment, may be treated as cancelled/terminated and I shall not lay claim to any thing on the basis thereof.

(Signature of the candidate)

Note

(1) 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.

(2) The term relative (Col. 11) includes father, mother, brother, husband, wife, sister, son, daughter, first cousin, uncle, nephew and niece of the candidate.

Assistant Registrar (Recruitment)