

PUNJAB AND HARYANA HIGH COURT, CHANDIGARH
EMPLOYMENT NOTICE

Applications on prescribed form are invited for filling up of 161 temporary vacant posts of Clerk (General 132, SC/ST/BC 16, Ex-servicemen 8, Physically handicapped 5 (i.e 2 *Low vision*, 2 *Hearing impaired* and 1 *Orthopedically handicapped*) on the establishment of Punjab and Haryana High Court, Chandigarh in the pay scale of Rs.10300-34800 and Grade Pay Rs.3200/- 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, Commerce, Science or any other degree equivalent thereto from a recognized university and proficiency in operation of Computer (Word Processing and Spread Sheets).

Age

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 of receipt of applications. For the candidates belonging to the reserved categories, upper age limit shall be relaxed as follows;

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.

SELECTION CRITERIA

The candidates may be short listed for the main written examination on the basis of any criteria to be or an objective type test of Multiple Choice questions. In case the candidates are short listed by way of an objective type test, the same will be of the duration of 120 minutes and the candidates will have to answer 200 questions. For every correct answer the candidates will be awarded one mark. However, for every wrong answer, 0.25 marks would be deducted. Un-attempted question will not attract negative marking. In the objective type test, the questions will be based upon General Knowledge,

Numerical Ability, General English, Reasoning, Clerical Aptitude, General Intelligence and General Awareness. The objective type test will be held at the tricity of Chandigarh, Panchkula, Mohali or at some other location to be notified to the candidates later on.

Candidates equal to 10 times the number of vacancies will be short listed. The Committee reserves the right to vary this ratio. If two or more candidates at the last number gets the same marks or are tied at the same number of marks, all such candidates shall be considered eligible to sit for the main written examination, warranting the corresponding increase in the stipulated ratio. 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 subject. The candidates, who qualify the written examination, 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 they belong, certifying their incapacity to type/computer writing shall be exempted from qualifying the aforesaid type/computer test.

APPLICATION FORM

The application must be submitted on the prescribed ICR application form only. 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 between 11.00 a.m. to 1.00 p.m. and 2.00 p.m. to

4.00 p.m. from 20.11.2012 to 15.12.2012 at the sale counters i.e Scooter/Cycle Stand Building near Post Office in High Court premises. 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 The Registrar General, Punjab and Haryana High Court payable at Chandigarh. The envelope should be super scribed with the words, "**Request for Application form for the Post of Clerk**". The last date for obtaining application forms by post is 05.12.2012. The High Court shall not be responsible for any delay or loss of the application form in the postal transit.

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 (Receipt & Despatch) of Punjab and Haryana High Court on any working day from 20.11.2012 to 15.12.2012 till 5.00 p.m. The applications can also be sent by registered post in the envelope provided with the application form so as to reach latest by the office closing hours of **15.12.2012**. The Registry will not be responsible for any postal loss or delay and the applications received after the due date shall be rejected summarily and no correspondence in this regard shall be entertained.

OTHER CONDITIONS

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

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 15.12.2012.

4) 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 at any stage, it is found that a candidate does not fulfill any of the eligibility conditions; his /her candidature shall be cancelled without any notice or further reference.

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

6) Candidates can apply on the prescribed ICR application form only. Application Form received otherwise than on prescribed ICR form shall be summarily rejected.

7) The last date for obtaining application forms by post is 05.12.2012 and any request in this regard received after 05.12.2012 shall not be entertained.

8) Applicants must affix their latest passport size photograph on the space specified in the application form.

9) There is no reservation for dependents of Ex-servicemen. Therefore, only Ex-servicemen, who have them-selves served with any of the defence services, should apply.

10) The candidates shall be short listed category wise equal to ten times of the number of vacancies of each category or as may be decided by the Hon'ble Committee. However, in case the performance of reserved category candidate(s) is at par with or better than the last candidate of General category, such candidate(s) shall also be considered to have qualified for the main written examination.

11) All other conditions of recruitment not covered in the notice above shall be regulated as per the relevant provisions of the High Court Establishment (Appointment and Conditions of Service) Rules 1973, as amended from time to time.

12) No TA/DA will be payable to the candidates for appearing in the written tests/ computer proficiency test/viva voce.

Sd/-
REGISTRAR RECRUITMENT