

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

No. 708/spl. Rec.Cell

Dated 2/08/2013

OFFICE CIRCULAR

Applications are invited for filling up 12 vacancies of Steno-typists (English) (subject to alteration on both sides) on the Establishment of this Court in terms of rule 19-A of the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, in the pay scale of ₹10300-34800 and Grade pay ₹ 3200/- plus usual allowances as admissible from time to time, from the desirous officials of this Court, who are graduates and have speed in English Shorthand at 80 w.p.m. and 20 w.p.m. to transcribe the same. The candidates shall have to appear in a Shorthand test followed by an interview wherein the general suitability as well as proficiency in computers will be assessed. Shorthand test shall be of 100 marks and interview will be of 10 marks. The permissible mistakes in shorthand test shall be to the extent of 6% only. The Candidates who qualify the shorthand test shall only be called for interview-cum-computer proficiency test. The last date for receipt of applications is **7.09.2013**.

The willing officials may send their applications to the Recruitment Cell of this Court on or before 7.09.2013 through their Superintendent/Incharge. In-complete applications or those which are received after due date will not be entertained.

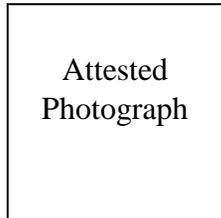
Note:- The employee can either apply for vacancies advertised for general public or reserved for the employees only but they don't have the option to apply for both.

Sd/-
Registrar Recruitment

Copy forwarded to :-

**APPLICATION FORM FOR THE POST OF STENO-TYPIST FOR THE EMPLOYEES
OF HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH.
(TO BE FILLED IN NEATLY IN BLOCK LETTERS)**

1. Name of the applicant _____
2. Father's/Husband's Name _____
3. Date of Birth _____



4	Educational Qualification:			
	Examination Passed	Board/University	%age of marks	Division
	Graduation:			
	Other Higher Qualifications			
	(i)			
	(ii)			
	(iii)			
5	Details with regard to initial appointment			
	i) Department /Office			
	ii) Date of Appointment			
	iii) Name of Post			
	iv) Pay Scale			
	v) Regular/Temporary/Adhoc			
6	Details with regard to post presently held			
	i) Post held			
	ii) Pay Scale			
	iii) Regular/Temporary/Adhoc			
7	Whether the candidate has proficiency in operation of Computers (Word Processing and Spread Sheets). Attached proof, if any			
8	Other information qua experience etc.			
9	Have you even been convicted?			
10	Have you ever been terminated by any governing body?			

Candidate's Signature

Date:

Name of the Branch _____
Emp. Code _____

Forwarded.

(Signature of Superintendent/Incharge)