

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH**DETAILED EMPLOYMENT NOTICE**

Applications on prescribed ICR format are invited from eligible candidates for filling up of 283 (234 available vacant posts + 49 anticipated vacancies of Clerks which shall occur upto February, 2017) temporary vacant posts of Clerk (General- 232, SC/ST/BC- 28, Ex-servicemen- 15, Physically handicapped- 8 (i.e 3 *Low vision*, (Totally blind persons are not eligible), 3 *Hearing impaired* and 2 *Orthopedically handicapped*) on the establishment of Punjab and Haryana High Court, Chandigarh by way of direct recruitment through a competitive examination. Numbers of vacancies are liable to be increased or decreased without any prior notice. Duty hours of the selected candidates may extend beyond normal working hours and even at odd hours without any extra payment or allowances. The selected candidates shall be subjected to medical tests as may be prescribed.

Pay

Pay Scale	As per Schedule-I of High Court Establishment (Appointment and Conditions of Service) Rules, 1973, the pay scale attached with the post of Clerk on the establishment of this Hon'ble Court is 10300-34800 P.B. + 3200 G.P
The salary/Fixed Emoluments to be paid to the selected candidates in the light of Punjab Govt. letter No.7/204/2012-4F.P.1/66 dated 15.01.2015 adopted by this Hon'ble Court vide Endst. No.14046 Exc. Cell dated 16.05.2015	<p>i) Minimum of the Pay Band mentioned above and T.A. only during probation period as prescribed in High Court Establishment (Appointment and Conditions of Service) Rules, 1973.</p> <p>ii) After successful completion of the probation period, the directly recruitment Clerk will be entitled to receive the salary equivalent to the minimum of the pay band of that post including grade pay and all other allowances.</p> <p>iii) The period of probation including extended period of probation, if any, will not be counted (in service tenure) in the time scale of pay.</p> <p>iv) If the employee was already working with the Government of Punjab, meaning thereby, if he is having any lien on any post, he will be entitled to receive the pay of the previous post on which he is having a lien.</p>

Educational Qualification

2. 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). Candidates must possess requisite qualification(s) as on the last date of submission of application i.e **06.08.2015**. No person shall be eligible to be recruited as a Clerk unless he possesses Education qualification in Hindi or Punjabi upto matriculation standard or its equivalent. Ten percent of posts shall be filled by

persons possessing a degree of Bachelor of Commerce, preference being given to Chartered Accountants and those possessing degree of Master of Commerce.

Age

3. The age of candidates belonging to the General category should not be less than 18 years and more than 30 years as on last date of submission of application i.e. 06.08.2015. For the candidates belonging to following categories, upper age limit shall be relaxed as follows;

- | | |
|--|--|
| 1) Physically handicapped | 10 years |
| 2) Ex-servicemen | By number of years equal to his defence service plus 3 years |
| 3) For the candidates belonging SC/ST/BC categories, | upper age limit will be relaxed by 3 years. |

Reservation:-

4. Benefit of reservation against SC/ST/BC/PH/Ex.SM categories will be available only to the bona fide residents/permanent domiciles of the State of Punjab, Haryana and U.T. Chandigarh. For the purpose of reservation, all other such candidates shall be treated and shall apply under General category. Candidates belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per Rules applicable in their State and shall besides production of BC certificate, have to furnish requisite undertaking on format **Annexure I** under rules. Benefit of reservation under Ex-Servicemen (ESM) category is available only to Ex-Servicemen themselves and not to their dependants. Reservation for Person with Disabilities (Physically handicapped) will be governed by Rules adopted/framed by High Court amended from time to time.

Application Form: - Where to get

5. The application must be submitted on the prescribed ICR application form only. The application form is priced at Rs.500/- (Rs.250/- only in case of SC/ST/BC/P.H./Ex-servicemen of Punjab, Haryana and U.T. Chandigarh) 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 15.07.2015 to 06.08.2015 at the sale counters at Scooter/Cycle Stand Building near Post Office in High Court premises.

6. The application form can also be obtained by post by sending a Bank Draft for an amount of Rs.550/- (cost of application form Rs.500/- plus Rs.50/- as postal charges for General Category) and Rs.300/- (cost of application form Rs.250/- plus Rs.50/- as postal charges for



SC/ST/BC/P.H./Ex-servicemen of Punjab, Haryana and U.T. Chandigarh), 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 **25.07.2015**. High Court shall not be responsible for any delay or loss of the request and the application form in the postal transit.

7. Payment of less application form price for whatsoever reason including wrong selection of category will entail rejection of the application and no correspondence will be entertaining in this regard. Application form price/fee will not refunded at any circumstances.

Selection Criteria

8. The candidates may be short listed for the Main Written Examination in the discretion of High Court, on the basis of any criteria including Objective Type Test (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 any location to be notified to the candidates later on.

9. Candidates equal to 10 times the number of vacancies will be short listed for Main Written Examination. The High Court 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 short listed candidates shall have to appear in a Main Written Examination (subjective/descriptive) of three hours duration in the following subjects:-

Sr. 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 Main Written Examination unless he/she obtains at least 40% marks in the aggregate and at least 33% marks in each subject. Merely because a minimum required percentage is obtained, no vested right accrues to be called for typing/computer test. High Court reserves the right to adopt any further criteria for qualifying the Main Written Examination.

10. The candidates, who qualify the Main Written Examination, may further be short listed for the typing/computer test and also for viva voce. 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 candidates short listed after the Main Written Examination and typing/computer test will have to appear for a viva voce test which shall be of 50 marks.

11. 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.

12. A select list of successful candidates, in order of merit, shall be prepared on the basis of total marks obtained in main written examination and viva voce.

Documentation:-

13. No document is to be attached at the time of filling of application form. Candidates will have to produce their original documents for checking at the time of interview or as and when demanded. Merely because candidates are called for test/interview, it does not mean that they have qualified the test or are eligible for selection. High Court reserves the right to determine the number of candidates to be called for interview and their suitability for the job. All the demanded testimonial(s) have to be produced and no extra time will be given.

14. The admission of the candidates at all stages of the recruitment process will be purely provisional and subject to satisfying all the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time during, before or after the recruitment process it is found that any candidate does not fulfill any of the eligibility conditions his/her candidature shall stand cancelled without any notice. The candidates shall produce documents in support of the particulars mentioned/information given in the application form and not the vice-versa. Information given in the application form is treated as final and binding so far as candidates are concerned.



Last Date:-

15. 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 15.07.2015 to 06.08.2015 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 06.08.2015. The Registry will not be responsible for any postal loss or delay. The applications received after the due date shall be rejected summarily and no correspondence in this regard shall be entertained.

Other Important Instruction:-

Application by Departmental Candidates:-

16. Candidates working in Government Departments/Semi Government Departments/Corporations/Boards shall submit route their application through their respective head of department. The requisite proforma is given at the backside of the application form. High Court shall not be responsible for late reaching of application due to departmental delays. It will be better if candidate after getting the requisite proforma authenticated from the department submit the same in the High Court at their own. However, NOC on format **Annexure II** from the department shall have to be produced at the time of interview. The employees who are working on contract basis are not considered as Govt. employees etc. and they shall apply as non departmental candidates.

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

18. If candidate has disclosed in the application form about any of his/her previous employment, at the time of interview, candidate will have to furnish Affidavit/Undertaking on format **Annexure III**. Previous employment means the jobs left by the candidates.

19. If candidate has disclosed in the application form that any of his / her close relatives has been / was / is working in the establishment of High Court, at the time of interview, candidate will have to furnish a Affidavit / Undertaking on format **Annexure IV**. The close relative means husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister and sister-in-law.



20. Candidates should ensure that they fulfill all the eligibility conditions for admission to the examination as on the last date of submission of application.
21. Any application received by the Registry after the last date shall not be entertained under any circumstances.
22. Candidates shall apply on the prescribed ICR application form only. Application Form received otherwise than on prescribed ICR form (supplied by Hon'ble High Court) shall be summarily rejected.
23. Applicants must affix their latest passport size photograph on the space specified in the application form.
24. The candidates shall be short listed equal to ten times of the number of vacancies of each category or as may be decided by the Hon'ble Committee.
25. All other terms and 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.
26. No TA/DA will be payable to the candidates for appearing in the tests/ computer proficiency test and viva voce etc.


14.07.2015
REGISTRAR RECRUITMENT

TO WHOM IT MAY CONCERN

I undersigned solemnly declare that I claim benefit of reservation on the basis of valid backward class certificate issued by the state in which I am domicile / permanent resident. There is no change in my status and I do not fall in the creamy layer under the law and rules applicable. (As on last date of submission application for the post of Clerk)

Dated:

Signature _____

Name _____
(in block letters)

Father's Name _____
(in block letters)

Post Applied _____



NO OBJECTION CERTIFICATE

(To be issued by the Head of the Department in case the candidate is serving in any Government Departments/Semi-Government Departments or in any Corporations/ Boards)

No. _____ Dated: _____

It is certified that Shri/Ms. _____ Son/Daughter of Shri _____ is serving in this office and the undersigned has no objection if he/she appears in the test for the post of Clerks to be held in the Punjab and Haryana High Court at Chandigarh. The service particulars of the candidate are as under:-

1. Department/Office where employed: _____
2. Date of initial appointment: _____
3. Date of present employment: _____
4. Total length of service: _____
5. Present Designation: _____
6. Pay Scale: _____
7. Regular/Temporary/Ad-hoc/Contract/Deputation/Transfer basis (please Specify) _____
8. If on deputation/transfer, give details of the parent office and information about his lien etc. _____
9. Lien retained on any post. If yes, Give details _____
10. Whether any department proceedings Initiated or likely to be initiated or Minor/major punishment imposed? If so, give details. : _____
11. Any other relevant information: _____

Dated: _____

Signature of the Authority

Designation: _____

Seal



AFFIDAVIT / UNDERTAKING

I, _____ son/daughter of _____ resident of _____ do hereby solemnly affirm and declare as under:-

1. That the particulars of my previous employment (as on last date of submission application for the post of Clerk) are as under:-

S. No.	Name of the Office	Post Held	Period of Service

2. That I aforesaid deponent do hereby solemnly affirm that above information furnished by me is true and correct and in the event of any information is found to be incorrect/false or some material fact is found to have been concealed or suppressed, at any stage my selection/appointment will be liable to be cancelled / terminated without any notice to me.

Place:-

DEPONENT

Dated:-



AFFIDAVIT / UNDERTAKING

I, _____ son/daughter of _____ resident of _____ do hereby solemnly affirm and declare as under:-

1 That the particulars of my 'close relatives' i.e. husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister and sister-in-law, who are already working in the High Court of Punjab and Haryana, Chandigarh and/or in the Subordinate Courts in the States of Punjab, Haryana and U.T., Chandigarh are (as on last date of submission application for the post of Clerk) as under:-

S. No.	Name of Close Relative	Relationship	Name of office and post

2. That I aforesaid deponent do hereby solemnly affirm that above information furnished by me is true and correct and in the event of any information is found to be incorrect/false or some material fact is found to have been concealed or suppressed, at any stage my selection/appointment will be liable to be cancelled / terminated without any notice to me.

DEPONENT

Place:-

Dated:-

