

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH**DETAILED EMPLOYMENT NOTICE FOR THE POSTS OF ASSISTANT LIBRARIAN****Advt. No. 04/AL/HC/2025****Dated:-04/12/2025**

Applications on prescribed format along with annexures (attached hereinafter) are invited for filling up two vacant posts of Assistant Librarian (General – 02) on the Establishment of High Court of Punjab and Haryana, Chandigarh by way of direct recruitment and from the employees working on the establishment of this Court having a minimum five years of experience in any cadre. The number of vacancies can be increased or decreased without any prior notice. Duty hours of the selected applicants may extend beyond normal working hours and even at odd hours without any extra payment or allowances.

The pay and allowances of the selected candidates will be governed as per the latest applicable rules and instructions issued by Government of Punjab and adopted by the Hon'ble High Court of Punjab and Haryana for its employees.

1. Relevant Rule:-***15-A. (1) Mode of Recruitment:-***

The posts of Assistant Librarian shall be filled up by inviting applications from the employees working on the establishment of this Court having a minimum five years of experience in any cadre and by way of direct recruitment through common competitive examination.

(2) Eligibility:-***(i) Age:-***

The candidate should not be less than 25 years and more than 35 years of age on the last date of submission of application.

Provided that there shall be no upper age limit for the employees working on the establishment of this Court.

(ii) Educational Qualification:-

The candidate must have passed Master's/ Bachelor's degree in Library Science with minimum 55% marks from the recognized University/Institute.

Preference shall be given to the candidate possessing qualification of LL.B from the recognized University/Institute.

(3) Mode of Selection:-

The common competitive examination comprising of written examination and viva-voce thereafter for selection of candidates shall be conducted by the Committee nominated by the Chief Justice. The candidate shall also have to qualify the test of proficiency in computer operations. The procedure and curriculum for holding examination/test and viva-voce shall be prescribed by the said Committee. The number of candidates to be called for viva-voce shall not be more than five times of number of vacancies.

Provided that no candidate shall be considered to have qualified the examination unless he obtains atleast 50% marks in the written examination and 40% marks in the viva-voce. However, the test of proficiency in computer operations shall be only qualifying in nature and marks thereof shall not be counted while drawing final merit.

Further provided that the selected candidate(s) shall have to acquire Post Graduate Diploma in Digital Library and Data Management or Post Graduate Diploma in Library Automation and Networking from a recognized University/Institute within two years of joining the service, if such candidate(s) do not possess such qualification, failing which the probation of the candidate shall not be confirmed.

(4) Seniority:-

A select list of successful candidates, in order of merit shall be prepared on the basis of total marks obtained in the written examination and viva-voce and the appointments of selected candidates shall be made by placing them in order of merit at the bottom of the general seniority list as on the date of appointment in the cadre of Senior Assistants and these posts shall be considered to have been filled up from out of 20% posts of Senior Assistants to be filled by way of direct recruitment.”

2. Educational Qualification:-

The candidate must have passed Master's/Bachelor's degree in Library Science with minimum 55% marks from the recognized University/Institute. Preference shall be given to the candidate possessing qualification of LL.B from the recognized University/Institute.

Further provided that the selected candidate(s) shall have to acquire Post Graduate Diploma in Digital Library and Data Management or Post Graduate Diploma in Library Automation and Networking from a recognized University/Institute within two years of joining the service, if such candidate does not possess such qualification, failing which, the probation of the candidate shall not be confirmed.

3. Age:-

The candidate shall not be less than 25 years or more than 35 years of age on the last date of submission of application i.e. 03.01.2026.

However, the age relaxation for Persons with Benchmark Disabilities and Ex-Servicemen categories is as under:-

- | | |
|--|--|
| 1. Persons with Benchmark Disabilities (having not less than 40% disability) | 10 years over and above the prescribed Upper age limit. |
| 2. Ex-servicemen | By number of years equal to Defence service plus 3 years |

Provided that there shall be no upper age limit for the employees working on the establishment of this Court.

4. Reservation/Relaxation:-

Benefit of fee relaxation against SC/ST/BC categories will be available only to those who have got SC/ST/BC certificate issued by competent authority and are also domiciled/ permanent residents of States of Punjab, Haryana or U.T., Chandigarh. All other SC/ST/BC candidates shall be treated as General category and they shall mention their category as 'Others'.

Candidates belonging to BC category shall ensure that they fulfill necessary conditions as to exclusion of 'Creamy Layer' as per the Rules applicable in their States / UT and shall, besides attaching of BC Certificate, shall have to furnish requisite undertaking on the format as per **Annexure-I** (duly signed) on the date of submission of application form.

Benefit of age and fee relaxation under Ex Servicemen (ESM) category is available only to Ex-Servicemen (ESM) themselves and not to their dependants. The candidates belonging to Ex-Servicemen category shall have to submit self attested complete copy of their discharge book along with their application form, otherwise no benefit of age and fee relaxation would be given.

Persons with Benchmark Disabilities (having not less than 40% disability) shall have to submit their application form along with disability certificate issued to them by a Medical Officer (Competent Authority).

5. Application Fee:-

The application fee for the posts of Assistant Librarian is as follows:

Sr. No.	Category	Application Fee (in rupees)
1.	General and SC/ST/BC of areas/States other than Punjab, Haryana and U.T. Chandigarh	1000/-
2.	SC/ST/BC of areas/States of Punjab, Haryana and U.T. Chandigarh	800/-
3.	Ex-Servicemen and Person with Benchmark Disabilities (having not less than 40% disability)	800/-

The application fee shall be deposited by way of the Bank Draft only in favour of **“The Registrar General, Punjab and Haryana High Court, Chandigarh, payable at Chandigarh”**.

Payment of lesser fee for whatsoever reason (including wrong mentioning of category) will entail rejection of the application and no request for subsequent payment of application fee will be entertained. The Fee once paid will not be refunded.

6. Mode of Selection:-

The selection will be made on the basis of Common Competitive Examination which shall comprise of Written Examination and Viva-Voce. Written Examination comprising of 150 marks shall be of two hours duration, which shall consist of 150 objective type multiple choice questions based on Library and Information Science (60 marks), General Knowledge (30 marks), English Language (20 marks), Hindi Language (20 marks) and Punjabi Language (20 marks). Each question will carry one mark and there will be no negative marking for incorrect answers. The candidate who secures a minimum of 50 percent marks in written examination shall qualify for the Computer Proficiency Test.

The candidates qualifying the Written Examination shall have to appear in the Computer Proficiency Test of 20 marks which shall consist of two parts as under:-

- I. In word processing/type test of 10 marks, candidates shall have to type a given paragraph of 300 words in 10 minutes. The marks shall be calculated as under:-
 - a. Total words typed – (minus) mistakes = Net Correct words typed.
 - b. $\frac{\text{Total net correct words typed}}{(10 \times 3)} = \text{Marks obtained}$
- II. The spread sheet test will be of 10 marks and 10 minutes duration.

The candidates shall have to secure a minimum of 40 percent marks in each test in order to qualify for the Viva-Voce. The Computer Proficiency Test shall be only qualifying in the nature and marks thereof shall not be counted while drawing the final merit.

The candidates who qualify the Computer Proficiency Test shall be shortlisted equivalent to five times of the advertised vacancies in order of merit in Written Examination for Viva-Voce of 50 marks for assessing their suitability for the post. The candidate shall have to secure a minimum of 40 percent marks in the Viva-Voce in order to be eligible for appointment. Final selection would be made on the basis of total marks obtained in Written Test and Viva-Voce.

Further provided that the selected candidates shall have to acquire Post Graduate Diploma in Digital Library and Data Management or Post Graduate Diploma in Library Automation and Networking from a recognized University/Institute within two years of joining the service, if such candidates do not possess such qualification, failing which the probation of the candidates shall not be confirmed.

7. **Documentation:-**

The admission of the applicants 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 applicant does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any notice. The applicants shall submit documents only in support of the particulars mentioned /information given in the application form and not otherwise. Information given in the application form shall be treated as final and binding so far as applicants are concerned. The applicant shall have to attach self-attested copies of all the relevant documents referred/relied upon in the application form.

8. **Last Date:-**

The last date for determining eligibility in respect of age, qualification etc. shall be 03.01.2026.

The applicants, who fulfill the prescribed qualification and other eligibility conditions, can submit their applications on the prescribed form duly filled in along with self attested copies of the relevant testimonials and two passport size photographs. The application shall reach in the **Coordination Branch (Receipt & Dispatch), Punjab and Haryana High Court, Chandigarh, 160001 on or before 03.01.2026 upto 5.00 pm.** The envelope should be super-scribed with the words: **“Application Form for the Posts of Assistant Librarian”**. The application can also be sent by Speed Post, at own responsibilities, so as to reach the office before closing hours of the last date. The registry shall not be responsible for any kind of delay in submitting applications in office after closing hours of last date including delay on the part of Postal/ Courier Services.

The applications submitted in contravention of terms of Detailed Employment Notice and /or incomplete in any manner, without documents and those received after the due date will not be accepted. No correspondence in this regard will be entertained.

9. Other Important Instructions:-

(i) The category once mentioned in the Application Form will not be allowed to be changed on any ground.

(ii) No document except Matriculation Certificate shall be admissible as a proof of date of birth.

(iii) Candidates are advised to carefully read and strictly follow all instructions. Any violation may result in summary rejection of the application.

(iv) Candidates working in Government Department/ Semi-Government Department/ Corporation/ Board shall have to submit original application form along with Forwarding letter/ No Objection Certificate (**Annexure -II**) issued by respective Head of the Department and the Demand Draft (in original). The employees who are working on contract or adhoc basis are not considered as Government Employees and they shall apply as non-departmental candidates. Any application received without Forwarding Letter/ No Objection Certificate will be treated as non-departmental candidate. High Court shall not be responsible for any delay or otherwise on the part of Department. However, the High Court reserves the right to seek fresh NOC from the Department at the time of offering appointment. If selected, the terms and conditions of service of the departmental candidates shall be governed by the Rules and Regulations of the High Court.

(v) The Candidates shall have to furnish information in the application and submit Affidavit/ Undertaking (**Annexure-III**) duly signed on the date

of submission of application form about their previous employment(s), If any. Previous employment(s) means any employment(s) which the candidate had already left.

(vi) The candidates shall have to furnish information in the application and submit Affidavit/ undertaking (**Annexure –IV**) duly signed on the date of submission of application form about any of their close relative working in the Establishment of Punjab and Haryana High Court or any District Courts in the States of Punjab, Haryana and Chandigarh. The close relative means husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister and sister-in-law.

(vii) Persons with Benchmark Disabilities (having not less than 40% disability) shall have to submit their application form along with disability certificate issued by Medical Officer (Competent Authority).

(viii) The decision of the Hon'ble High Court in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. No inquiry or correspondence shall be entertained in this regard.

(ix) Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will make him/her liable for disqualification and legal action.

(x) No candidate shall be allowed to enter the venue of Examination/Test with any electronic device such as mobile phone etc., watch, ornaments (jewellery items) & other baggage material.

(xi) In case of any discrepancy in advertisement published in various newspapers etc., the contents as put on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in shall prevail.

(xii) The candidates should ensure that they fulfil all the eligibility conditions to apply for the post of Assistant Librarian as on the last date of submission of application.

(xiii) The candidates shall have to be careful while filling the particulars/ information in the application form. Wrong particulars, misinformation or concealment of the information will lead to rejection of candidature besides other legal consequences.

(xiv) The particulars mentioned/ information given in the application form will be treated as final from candidate's side. Candidate will have to produce testimonials in support of given particulars/ information only and not otherwise. Failure to produce supportive testimonial(s) and/ or to substantiate particulars/ information will lead to rejection of candidature. Difference in the information given in the application form and the information appearing in the documents will not be acceptable or explainable.

(xv) Complete permanent and correspondence addresses along with active and valid contact number as well as E-mail must be mentioned in the Application Form. The High Court shall not be responsible in case any communication does not reach the applicant due to incomplete/wrong address/contact number/E-mail.

(xvi) The candidates shall specifically mention "Yes" or "No" about pendency or conviction/acquittal of/in any criminal proceedings against them. If the answer is 'yes', give the details in application form and then

the candidate is required to attach the copy of FIR/Complaint/Order/Judgment with the application form.

(xvii) The Candidates shall disclose the reasons of their discharge, removal, termination or dismissal from service (if applicable) and he/she shall be required to give details of the same in application form and attached the necessary documents.

(xviii) The candidates shall fill all the columns in the Application Form, Affidavits and Annexures, scrupulously. Incomplete Application Form/ Affidavits/Annexures will be rejected summarily and no correspondence shall be entertained in this regard.

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

(xx) The Candidates must affix their latest (not more than one month old) passport size photograph (duly attested by the Gazetted Officer or self-attested) on the space specified in the application form and shall appear in the examination in the same appearance otherwise candidature may be rejected in case of dispute of identity.

(xxi) No TA/DA will be payable to the candidates for appearing in the Written Examination/Computer Proficiency Test/Viva-Voce etc.

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

(xxiii) Acceptance of submitted application does not imply that candidate has fulfilled all the eligibility criterion. The application shall be subjected to subsequent scrutiny. Application can be rejected at any point of time, if found to be not fulfilling the eligibility criterion.

(xxiv) All announcements/ information regarding this recruitment process will be notified on the official website of this Court i.e. www.highcourtchd.gov.in. The candidates are advised to keep on visiting the official website of this Court regularly. The High Court shall not be responsible for missing or non-receipt of any information on account of candidate's failure to checkup with the official website from time to time.

(xxv) All other terms and conditions of recruitment not covered in this Employment Notice shall be regulated under the relevant provisions of the High Court Establishment (Appointment and Conditions of Service) Rules 1973, as amended from time to time.

Sd/-

OSD RECRUITMENT

APPLICATION FOR THE POST OF ASSISTANT LIBRARIAN

(To be filled in by the Applicant in his/her own handwriting.)
Note:- ❖ No column must be left blank.

Affix attested
latest
photograph

1. Name of the Candidate
(in Block Letters) -----
2. Father’s Name/
Husband’s Name -----
3. Permanent Address -----

4. Address for
correspondence -----

5. Contact Details :-
(Telephone/Mobile No./ E-mail) -----
6. Date of birth -----
(Attach self attested
copy of matriculation
certificate in proof of
Date of Birth)

(Day) / (Month) / (Year)

- Age as on 03.01.2026 (____Years, ____Month, ____Days)
7. Gender -----

8. Educational Qualification:-
Write details of matric onwards (Attach self attested copy of DMC and Degree)

Stream	Name of Board/University	Date of Passing (as given in DMC)	Percentage of marks obtained*

*in case of Grade Points, applicant shall convert the same into percentage and write in the given column.

9. Mention whether the applicant possesses qualification of LL.B. from the recognized University/Institute (Yes or No) -----

(If yes, then attach the self attested degree of LLB as proof.)
10. Whether the applicant has acquired Postgraduate Diploma in Digital Library and Data Management or Postgraduate Diploma in Library Automation and Networking from recognized University/Institute. (Yes or No) -----

(If yes, then attach the self attested copy of diploma as proof.)
11. Have you applied under SC/ST/BC Category -----
(YES/NO)
- If Yes, mention the category alongwith State/UT where you are residing -----
- Have you attached proof of reserved category -----
(YES/NO)
12. If applied under BC Category, have you attached Undertaking i.e. (**Annexure 'I'**) -----
(YES/NO)
13. If applied under Ex-Servicemen Category, Please mentioned details. Date of Joining in service -----
Date of Retirement from service-----
Total Length of Service -----
- Have you attached photocopy of discharge book, issued by Competent Authority? -----
(YES/NO)
14. Have you applied under Persons with Bench Mark Disability Category having not less than 40% disability? -----
(YES/NO)
- If Yes, have you attached disability certificate issued by competent authority? -----
(YES/NO)
- Mention your disability along with its percent age. -----

15. (a) Whether Applicant is in employment of Govt. Department/ Semi Govt. Dept. / Board / Corporations? -----
(Write Yes or No)
- (b) If Yes, whether NOC (**Annexure-II**) from concerned Govt. Department /semi Govt. Dept./ Board / Corporation is attached ? -----
(Write Yes or No)
16. (a) Whether any Criminal proceeding(s) is pending against you? -----
(YES/NO)
- (b) If Yes, give details. -----

- (c) Have you attached the copy of FIR / Complaint / Order/Judgment ? -----
(YES/NO)
17. (a) If you have ever been discharged, removed, dismissed or dispensed from service of Govt. Department/ semi Govt. Dept./ Board / Corporation? (Write Yes or No) -----
- (b) If yes, give details -----
18. (a) Whether you have previously served in any Govt. Department/ Semi Govt. Dept./ Board / Corporation? -----
(Yes or No)
- (b) If yes, whether **Annexure 'III'** is attached? -----
(Yes or No)
19. (a) Whether you have any close relative in the service of High Court of Punjab & Haryana or any District Courts in the State of Punjab, Haryana or U.T., Chandigarh? -----
(Yes or No)
- (b) If yes, whether **Annexure 'IV'** attached? -----
(Yes or No)

20. Details of Demand Draft

(Attach Demand Draft in original)

Demand Draft No _____

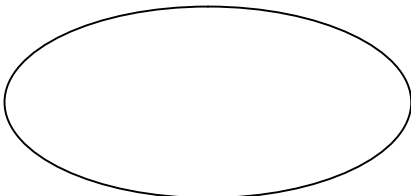
Dated: _____ Amount _____

Name of the Bank _____

DECLARATION BY THE APPLICANT

- i) I certify that particulars/information given in the application form are true and correct according to my knowledge and nothing has been concealed therein and that, in case, any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge from service even after my appointment, without any notice.
- ii) I solemnly affirm and declare that I have never been debarred from appearing in any examination.
- iii) I understand that if any column is left blank, my application can be rejected.

**Dated:-
Place:-**



**Thumb Impression of the Applicant
(Right for female, Left for male)**

(Signature of Applicant)

Annexure ‘I’

TO WHOM IT MAY CONCERN

I (undersigned) solemnly declare that I claim benefit of fee relaxation on the basis of valid backward class certificate issued by the State (Punjab, Haryana/U.T., Chandigarh). I further declare that I do not fall in the creamy layer under the law and rules applicable.

Dated: _____

Signature_____

Name _____

(in block letters)

Father’s/Husband’s Name_____

(in block letters)

Annexure 'II'**"NO OBJECTION CERTIFICATE"**

(To be issued by the Head of the Department in case the applicant is serving in any Government Department/Semi-Government Department or in any Corporation/ Board)

No. _____

Dated: _____

It is certified that Mr./Ms. _____ Son/Daughter of Shri _____ is serving in this office and the undersigned has no objection if he/she applies for the posts of Assistant Librarian in the Punjab and Haryana High Court, Chandigarh. The service particulars of the applicant 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. : _____
9. Lien retained on any post. If yes, Give details : _____
10. Whether any departmental proceeding initiated or likely to be initiated or any Minor/major punishment imposed? : _____
If so, give details. : _____
11. Any other relevant information: : _____

Dated: _____

Signature of the Authority

Designation: _____

Seal

Annexure ‘III’

AFFIDAVIT / UNDERTAKING (Self Attested)

I, _____son/daughter of _____resident of _____do hereby solemnly affirm and declare as under:-

1. That the particulars of my previous employment 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 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:-

Annexure ‘IV’

AFFIDAVIT / UNDERTAKING (Self Attested)

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

1. That the particulars of my close relatives 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 under:-

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

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 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:-