

**HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH  
EMPLOYMENT NOTICE**

Applications are invited for filling up 12 vacant posts of Steno-typists (subject to alteration on both sides) on the establishment of this court in the pay scale of Rs. 3330-6200 (pre-revised) Rs.5910-20200+2000 Grade Pay (Revised) plus usual allowances as admissible from time to time through a competitive examination. A candidate must be at least a Graduate from the recognized University and proficiency in operation of computers (Word Processing and Spread sheet). The candidates shall be required to take down dictation at the speed of 100 w.p.m. in English Shorthand, and to transcribe the same on the computer at the speed of 30 w.p.m. The final selection would be made on the basis of marks in Shorthand test and interview.

A candidate must have attained the age of 18 years and must not have crossed the age of 27 years on 07-05-2010. The upper-age limit prescribed above will be relaxable upto 3 years if a candidate belongs to SC/ST/BC/OBC category on the production of a certificate to this effect from the competent Govt. Authority. The candidates working in the Government Departments/Semi-Government/Corporation/Board are required to route their application through proper channel, on given format of application form together with 'No Objection Certificate' issued by the employer.

The applications complete in all respects on proforma given below accompanied by Bank Draft of nationalized bank worth Rs.200/- for General Category candidates and Rs.100/- for candidates belonging to SC/ST/BC/OBC categories in favour of Registrar, Punjab & Haryana High Court, Chandigarh payable at Chandigarh should reach this registry on or before 07-05-2010 together with attested copies of certificates and one passport size photograph duly attested.

Applications not received in the prescribed proforma and those not received by the last date specified or incomplete or unsigned shall not be entertained. Fee once paid shall not be refunded.

No correspondence whatsoever shall be entertained in respect of applications received after the due date, incomplete applications, candidates not found eligible and for refund of fee. All other conditions of service not covered in this 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.

“APPLICATION FORM” FOR THE POST OF STENO-TYPIST”

**(To be filled in by the candidate)**

*Latest passport size coloured photograph duly attested by Gazetted Officer.*

- 1 Name of the candidate (in Block letters) : \_\_\_\_\_
- 2 Father's Name : \_\_\_\_\_
- 3 Mother's Name : \_\_\_\_\_
- 4 Permanent address : \_\_\_\_\_  
\_\_\_\_\_
- 5 Address for correspondence : \_\_\_\_\_  
\_\_\_\_\_
- Contact Number i.e. Tel./Mobile : \_\_\_\_\_
- 6 (i)Date of Birth:  
( as entered in the Matriculation or equivalent examination certificate) : \_\_\_\_\_  
\_\_\_\_\_
- (ii) Sex (Male/Female) : **DD**                      **Month**                      **Year**
- 7 Educational Qualification (Matric onwards)
 

| <b>Name of Board/Univ.</b> | <b>Exam passed</b> | <b>Total Marks</b> | <b>Marks obtained</b> | <b>%age</b> |
|----------------------------|--------------------|--------------------|-----------------------|-------------|
|                            |                    |                    |                       |             |
8. Whether the candidate has proficiency in operation of Computers (Word Processing and Spread Sheets). :                      :
9. Category to which belonged : \_\_\_\_\_
- (i)Whether the candidate is already in Govt. service, if so, fill the enclosed proforma of 'No Objection Certificate' issued by the Head of the Department where serving. : \_\_\_\_\_
- (ii)No Objection Certificate attached : **Yes/ No**
- 10 Have you ever been arrested or detained in police or judicial lock-up or ordered to be bound down in security proceedings or convicted for any offense? If so, give details. : \_\_\_\_\_
- 11 Have you ever been discharged, removed or dismissed from any Government Service. If so, give details. : \_\_\_\_\_
- 12 Whether the candidate has any relative in the service of High Court or any court Subordinate thereto in the state of Punjab, Haryana and U.T., Chandigarh : \_\_\_\_\_  
 (Term Relative-Father, Mother, Brother, Wife, Husband, Son, Daughter, Nephew & Niece)

- 13 Other information qua experience etc. : \_\_\_\_\_  
 \_\_\_\_\_
- 14 Application Fee : : No. \_\_\_\_\_ Date \_\_\_\_\_ Amount  
 (Details of Demand Draft) \_\_\_\_\_  
 Bank \_\_\_\_\_

Date : \_\_\_\_\_  
 Place: \_\_\_\_\_

Signature of the Candidate

“DECLARATION BY THE CANDIDATE”

I solemnly declare that the particular (s)/information(s) given by me in column numbers 1 to 14 above 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(s) given above is/are found to be incorrect/false at any stage, my candidature/appointment if so made be treated as canceled/terminated and I shall no lay claim to anything on the basis thereof.

Date: \_\_\_\_\_  
 Place: \_\_\_\_\_

Signature of the Candidate

“NO OBJECTION CERTIFICATE”

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

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 Stenographer 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 departmental 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