

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

EMPLOYMENT NOTICE

Applications on prescribed form are invited for filling up of 20 (General-16, SC/ST/BC-02, Ex-Servicemen-01 and Physical Handicapped-01) vacant posts of Stenographers (subject to alteration on both sides) on the establishment of this Court through a competitive examination in the pay scale of Rs.10300-34800, Grade pay Rs. 4400/- (with initial start of Rs. 17420/-) plus usual allowances as admissible from time to time.

The minimum qualification for the post is degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and proficiency in operation of computers (Word processing and Spread sheets). 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 20 w.p.m.

The minimum and maximum age limit for the candidates shall be 21 years and 30 years respectively and for candidates who are already working in the Government Departments/Semi Government/Corporation/Boards; upper age limit shall be 35 years, as on **22.03.2012**. The candidates working in the Government Departments/Semi-Government/Corporation/Boards 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 Rs. 250/- (Rupees Two hundred and fifty only) for General Category candidates and Rs. 125/- (Rupees One hundred twenty five only) for candidates belonging to reserved categories drawn on any nationalized bank payable at Chandigarh **in favour of The Registrar General, Punjab & Haryana High Court, Chandigarh** should reach the office of the **Registrar Recruitment, Punjab & Haryana High Court, Chandigarh, 160001** on or before **22.03.2012** upto 5.00 p.m. together with attested copies of certificates and one passport size photograph duly attested.

Applications received in otherwise than on the prescribed proforma and those received beyond the last date specified or incomplete in any manner shall not be entertained.

No correspondence whatsoever shall be entertained in respect of incomplete applications and those received after the due date. .Fee once paid shall not be refunded. 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.

(Registrar Recruitment)

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8 Whether the candidate has proficiency in operation of Computers (Word Processing and Spread Sheets). : _____

9 Whether the candidate belongs to Scheduled Caste/Scheduled Tribe/ Backward Class/Other Backward Class/ Physical Handicapped Ex-Servicemen, if yes (attach proof) : _____

10 (i) Whether the candidate is already in : Govt. service, if yes, enclosed 'No objection Certificate' On the enclosed proforma issued by the Head of the Department wherever serving. _____

(ii) No Objection Certificate attached: Yes/No

11 Whether any criminal case has ever been registered against you or whether you have ever been convicted for any offence or bound down in any security proceedings ? if yes, give detail _____

12 Have you ever been discharged, removed or dismissed from service of any Government/Semi-Government/Board/Corporation? if yes give details _____

13 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,

If so, disclose relationship. _____

14 Any other information qua experience etc : _____

15 Details of application Fee: Demand Draft No. _____ Date _____ Amount _____

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 15 above are true and correct to the best of 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 cancelled/terminated and I shall not claim 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 Steno-typist 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: _____

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(Registrar Recruitment)

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(ii) No Objection Certificate attached:

Yes/No

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Date : _____

Place: _____

Signature of the Candidate

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(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 : _____

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Signature of the Authority

Designation: _____

Seal

(Registrar Recruitment)