

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

EMPLOYMENT NOTICE No. 03/CRA/HR/2012 dated 05.01.2012

Candidates can apply online from	: 05.01.2012
Last date for receipt of Application/Fee	: 25.01.2012
Last date for editing of Application	: 25.01.2012
Last date/time for Registration Step 1	: 25.01.2012 10:00 A.M.
Last date/time for Registration Step 2	: 25.01.2012 11:59 P.M.

The High Court of Punjab and Haryana at Chandigarh invites applications online (www.recruitmenthighcourtchd.com) for filling up 500 vacant posts of Clerk (subject to variation on both sides) in the pay scale of Rs.5200-20200 + Rs. 2400/- Grade Pay in the various Session Divisions (Subordinate Courts) in the State of Haryana, as per detail given below :-

Sr. No.	Name of the Sessions Division	Total Number of Posts	Category wise breakup								
			Gen	SC of Haryana	BC of Haryana		PHC of Haryana	ESM of Haryana			
					A	B		G	SC	BC	
										A	B
1	Ambala	19	11	3	2	1	-	2	-	-	-
2	Bhiwani	46	22	9	5	4	1	2	-	2	1
3	Fatehabad	4	4	-	-	-	-	-	-	-	-
4	Faridabad	62	-	21	17	11	3	3	3	2	2
5	Gurgaon	39	22	7	4	3	-	2	-	1	-
6	Hisar	9	7	2	-	-	-	-	-	-	-
7	Jind	28	15	4	3	2	-	2	1	1	-
8	Jhajjar	19	9	4	1	2	1	1	-	1	-
9	Kurukshetra	20	12	3	2	2	-	1	-	-	-
10	Kaithal	13	7	2	2	1	-	1	-	-	-
11	Karnal	15	10	2	1	1	-	1	-	-	-
12	Narnaul	36	19	6	4	3	-	2	-	1	1
13	Panchkula	17	-	5	5	6	1	-	-	-	-
14	Panipat	66	33	12	10	8	2	1	-	-	-
15	Rewari	35	18	6	4	2	1	1	1	1	1
16	Rohtak	14	9	2	2	-	-	1	-	-	-
17	Sirsa	11	8	2	1	-	-	-	-	-	-
18	Sonapat	41	21	8	4	4	-	2	-	2	-
19	Yamuna Nagar	6	4	1	1	-	-	-	-	-	-
Total		500	231	99	68	50	9	22	5	11	5

1. AGE:-

Age limit for the post of Clerk category wise, as on 01.01.2012 will be as under:-

Sr. No.	Category	Minimum Age Limit	Maximum Age Limit	Remarks
1.	General	18	40	--
2.	SC of Haryana	18	45	--
3.	BC of Haryana	18	45	--
4.	In Service Employees	18	45	In the case of persons already in the employment of the Punjab/Haryana

				Govt., other State Govt. or the Govt. of India, High Court, other Subordinate Courts and U.T. Chandigarh.
5.	Ex-servicemen of Haryana	18	40+ number of years rendered in military service + 3 years	

2.QUALIFICATION

The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university. He should have passed matriculation with Hindi as one of the subject and must have proficiency in operation of computers (word processing and spread sheets).

3. SELECTION CRITERIA

The written examination will be of the duration of two hours comprising two parts of one hour each i.e. test of General Knowledge of 50 marks on OMR sheet in the first 60 minutes and test in English Composition of 50 marks in the next 60 minutes. In the General Knowledge test, the candidates will have to attempt 100 objective type questions on OMR sheet. For every correct answer, the candidate will be awarded ½ mark and for every wrong answer, 0.25 mark would be deducted. The question(s) not attempted will receive no credit or discredit. However, the candidates will be at liberty to start with the test in English Composition even before the first 60 minutes are over, if they so desire but OMR sheets will be taken back after the first 60 minutes are over.

In the first instance, answer sheets of the General Knowledge papers will be checked and the candidates who obtain 33% or more marks will be considered to have qualified the General Knowledge test. The answer sheets of the English Composition test will be checked only of those candidates who qualify the General Knowledge test. However, no candidate shall be considered to have qualified the written examination unless he obtains 40% marks in the aggregate and at least 33% marks in each of the tests i.e. General Knowledge and English Composition.

Thereafter, the candidates equal to 3 times of the number of vacancies will be short listed and they will have to qualify the proficiency test in operation of computer (word processing and spreadsheets) of 20 marks by obtaining minimum 40% marks. Marks of this test would not be counted towards the main merit as this test is only of qualifying in nature.

The candidates who qualify the written test as well as computer proficiency test will be called for viva voce and checking of original testimonials.

4.HOW TO APPLY ONLINE

The online registration/filling of application forms by the candidates will consist of two steps.

1. **Registration Step 1:**

Candidate will get his Registration ID and Password and will print 'Cash Deposit Receipt' for deposit of Fee in the bank (State Bank of India).

2. **Registration Step 2:**

Candidate to fill the remaining particulars, fee payment details in the form and to submit the form.

The detailed steps for Registration are given below :

Pre-Requisites for Step 1:

Candidates are required to have a valid personal active E-mail ID as all the information regarding recruitment will be sent on their recorded E-mail ID. In case a candidate does not has a valid personal E-mail ID, he/she should create his/her new E-mail ID before applying online and must maintain that email account.

Step 1:

- 1 Candidate can apply online from anywhere at home, at any place where there is an access to the internet.
- 2 Open the registration form available on the site www.recruitmenthighcourtchd.com by clicking at the link for the state he/she wants to apply.
- 3 Fill the registration form with all the required details.
- 4 Every successful registration will be allotted a unique Registration ID and Password, which will be intimated to the candidate by way of SMS on mobile phone as well as on E-mail ID. Candidates should ensure that Registration ID and Password has been delivered on mobile number as well as on E-mail ID. In case of non receipt of SMS/Email, candidates should immediately contact on the technical helpline numbers; 9780178539, 07837044618, 09569056053.
- 5 After getting the Registration ID and Password, take a printout of the 'Cash Deposit Receipt'. Candidate should take printout in Landscape orientation. Candidate can also save the 'Cash Deposit Receipt' as PDF file for future reference.
- 6 Candidate has to take this printed 'Cash Deposit Receipt' to any branch of State Bank of India for payment of fee in cash only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the candidate, depending upon his/her category. Candidate approaching the State Bank of India Branch will ask for depositing the fee under Screen 8888 (Fee Type-21). No other mode of payment of fee is admissible.
- 7 The candidate who completes Registration Step 1, should go to bank for deposit of fee only after at least 4 hours.
- 8 After depositing the fee in the bank, candidate will get a unique Transaction No./ Journal No. from the Bank, which will be updated by candidate on website at the time of Registration Step 2.
- 9 In case candidate fails to deposit the fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.

Pre-Requisites for Step 2:

Before proceeding to Step 2, Candidate must ensure that he/she has the scanned image files of his/her photo & signature in PC/Pendrive/other soft media and application fee remittance details (Transaction details such as Unique Transaction No./Journal No., Branch Name and Code etc.) for immediate uploading it to the website along with application data. For details please see Guidelines for Uploading Photographs and Signature available on the website www.recruitmenthighcourtchd.com. Any application without photo and signature upload will be summarily rejected.

Step 2

- 1 After depositing the fee in the Bank, Candidate will Re-Login on the website again by making use of Registration ID and Password as provided in first step for online Registration. Candidate should fill in the Fee payment details i.e. Transaction No./Journal No., bank & branch Name, branch code, date of payment. The TRANSACTION NO./JOURNAL NO. given by the BANK is to be a SEVEN OR EIGHT DIGIT NUMERIC CHARACTER, which is to be filled in the Transaction No./ Journal No. field.

Considering the All India spread of the SBI there is a possibility of writing of Transaction No./ Journal No. on the 'Cash Deposit Receipt' by the bank staff variously as TID-0012121212 OR J-0012121212 OR 0012121212 etc. if in eight digits OR as Tid-001212121 OR J-001212121 OR 001212121 etc. if in seven digits. CANDIDATES SHOULD FILL IN ONLY THE LAST 7 OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ANY ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES. In the above two cases, fill the Transaction No./Journal No. as 12121212 OR 1212121.

2. Upload his/her photograph, signature and NOC (if Govt. employee) and all other information as required in the online form.
3. After doing so, candidate will have the 'preview' of the filled form. Candidate can edit/correct the information filled in step 2, at that time. If the information entered is correct, candidate should click on submit button to complete his Registration process and to view his/her profile. Then candidate will receive a SMS/Email in this regard. Candidate should take a printout of his/her profile, page for future reference.
- 4 After successful reconciliation of fee with the bank, candidate will receive SMS on his/her mobile phone and information on his/her E-mail ID.
5. The list of the candidates whose fee is reconciled will be available on website www.recruitmenthighcourtchd.com for reference of the candidates after closure of Advertisement. Thereafter scrutiny of applications will be done and eligibility of candidates shall be determined by the High Court.
6. After preparation and uploading of the admit cards of provisionally eligible candidates on the website, the candidates will receive SMS and E-mail also. The candidates are to download and print their admit cards by visiting the website www.recruitmenthighcourtchd.com again by entering their registration ID and password. Candidates are advised to visit the website www.recruitmenthighcourtchd.com and check their E-mail accounts regularly for updates and important information. Unnecessary correspondence should be avoided.

5.EXAMINATION FEE(Non-Refundable)

(i) General Category	Rs.500/-
(ii) SC/BC/ESM of the State of Haryana	Rs.125/-
(iii) Reserved categories of the other States	Rs.500/-

The necessary fee must be deposited on or before the last date and time of submission of applications. The candidates have to deposit the requisite fee by way of 'Cash Deposit Receipt', printed after completion of Step 1 of registration, in any Branch of State Bank of India only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the candidate, depending upon his/her category. Candidate approaching the State Bank of India Branch will ask for depositing the fee under Screen 8888 (Fee Type-21). No other mode of payment of fee is admissible. The fee once paid will not be refunded in any case. The candidate

must retain the 'Cash Deposit Receipt' in original for future use.

6.LAST DATE

The candidate who fulfils the prescribed educational qualification and other eligibility conditions should register for Step 1 latest by 25.01.2012 upto 10:00 A.M. Thereafter Step 1 Registration will be closed. The candidate who completes Step 1 registration, should go to Bank for deposit of fee only after at least 4 hours. However, the requisite fee can be deposited within Banking Hours only. The candidate should complete Registration Step 2 latest by 25.01.2012 upto 11:59 P.M.

Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam.

7. TERMS AND CONDITIONS

- I. The application can be submitted through online mode only. No other means/mode of application will be accepted or entertained in paper form, which is sent to the High Court directly.
- II. The conditions of employment/service and reservation for SC and other categories shall be regulated as per the provisions of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules 1997 as amended from time to time. The reference of OBC category in the above Rules include BC category also.
- III. The benefit of reservation, age relaxation and fee concession will not be extended to the candidates of reserved categories of other States (except age relaxation to 'in service' candidates, as provided in Rules).
- IV. Merely satisfying the eligibility criteria does not entitle a candidate to be called for test. This Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- V. All other conditions of recruitment not covered in the above Notice shall be regulated as per the relevant provisions of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules 1997 as amended from time to time.
- VI. The certificate for the claim of reservation must be issued by the competent authority.
- VII. The candidates who are already serving in Govt./Semi-Government/PSU/Corporations/Boards should obtain 'No Objection Certificate' from their present employer and upload the same together with the application form. In case the candidate is not in a position to submit the 'No Objection Certificate' with application, he/she will submit an undertaking to furnish the same latest at the time of viva voce/checking of testimonials.
- VIII. The candidate should fulfil the condition of qualification on the last date of receipt of applications.
- IX. The admission of candidates at all stages of the test will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time before or after the said test, it is found that a candidate does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any notice.

X. Application submitted through online Form does not imply that candidate has fulfilled all the criteria given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected, if the candidate is found to be not fulfilling the eligibility criteria at any point of time.

XI. The candidates must retain two copies of the photograph uploaded with the application form, with them as the same will be required at the time of test.

XII. After completion of the selection process, options with regard to the place of posting will be invited from the selected candidates and an effort will be made to adjust them as per their choice subject to their merit and the availability of post at the station of their choice.

XIII. No TA/DA shall be paid to the candidates for appearing in the test/viva voce.

OTHER IMPORTANT INSTRUCTIONS

1. Candidates will bring downloaded printouts of admit cards at the time of test. No separate admit cards will be sent to the candidates for appearing in test.

2. For any technical help regarding the filling of the online form, the candidate can call at Helpline numbers 09780178539, 07837044618, 09569056053 from 05.01.2012 to 25.01.2012 between 10:00 A.M. to 5:00 P.M. For any other query regarding terms and conditions of Advertisement, candidates can call at Phone No.0172-6607239 of Central Recruitment Agency on all working days between 10:00 A.M. to 5:00 P.M.

3. If by mistake a candidate had filled in wrong data in the application form, then there is a provision to modify/edit the application only once by entering his/her registration ID and Password. Thereafter, no modification will be permitted and the candidate will not be having the option to edit his/her data again.

4. An online application which is incomplete in any respect, such as without the valid photograph and signature uploaded in the online application form, will liable to be rejected.

5. Any information submitted by an applicant in his/her application will bind the candidate personally and if found to be false shall be liable for criminal prosecution apart from consequences in civil law as may be deemed requisite.

6. The candidate will be responsible for any mistake made by him/her in the online application form and High Court shall not be responsible or liable in any way.

7. The venue, date and time of the test of the candidates will be informed on the website www.recruitmenthighcourtchd.com

8. The Result will be displayed on websites www.recruitmenthighcourtchd.com and www.highcourtchd.gov.in.

O.S.D.(Recruitment)