

HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH

DETAILED EMPLOYMENT NOTICE

Applications on prescribed format and annexures (attached hereinafter) are invited for filling up 5 posts of drivers (4 for General Category, 1 for SC/ST/BC) and 1 anticipated post(1 for General Category) on the establishment of Punjab and Haryana High Court, Chandigarh by way of direct recruitment through a competitive examination. Offer of appointment against anticipated post will also be subject to the availability of post and decision of the High Court.

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 selected Applicants shall be subjected to medical tests as may be prescribed.

Pay

1.	Pay Scale	Rs. 5910-20200/-
2.	The salary/Fixed emoluments to be paid to the selected Applicants in the light of Punjab Govt. Letter No. 7/204/2012-4 F.P.1/66, dated 15.1.2015 adopted by this Hon'ble Court vide endst. No. 14046 Exc. Cell dated 16.05.2015.	Rs. 5910/-

However, it is submitted that vide office order dated 22.1.2016 issued vide endst. No. 1920/EXC.Cell dated 27.1.2016 whereby letter No. 7/204/2012-4F.P. 1/1049, dated 21.12.2015 received from Government of Punjab has been duly adopted by this Hon'ble Court for its employees wherein it has specifically been clarified that employee who get lower salary than D.C. Rate/Labour rate will get amount equal to the salary as per /D.C. Rate/ labour rate during their probation period.

AV

Qualification /Experience :-

2. The Applicant should possess following qualifications:-
- (i). The Applicant should at least be middle pass with Punjabi/Hindi as one of the subjects.
 - (ii). He should possess a valid licence of L.T.V.
 - (iii). He should not have been convicted of any offence for negligent driving and should have a minimum of two years experience of driving of car.

A valid LTV licence means and includes LMV/Trans, LTV/ Trans, LMV (Commercial), LMV CAB.

Applicant must possess requisite qualification(s) as on 30.04.2016.

Reservation:-

3. Benefit of reservation in recruitment to shall be available only to those who have got SC/ST/BC certificate issued by competent authority of and also domiciled/ permanent residents of States of Punjab, Haryana or UT, Chandigarh. All others Applicants be treated in General Category.

Applicants belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per Rules applicable in their States /UT and shall besides production of BC certificate, have to furnish requisite undertaking on format **Annexure 'I'**.

Age:-

4. The minimum age shall not be less than 18 years and maximum age shall not be more than 35 years for all categories as on 30.04.2016.

Fees:-

5. The applications on the proforma given below, complete in all respects, accompanied by Demand draft/ crossed Indian Postal Order payable at Chandigarh, in favour of the Registrar General, High Court of Punjab and Haryana, Chandigarh. The General category applicants of all the states and the SC/ST/BC applicants of the

states other than Punjab, Haryana and UT, Chandigarh shall pay application fee of Rs. 500/-. The remaining applicants of reserved category shall pay application fee of Rs. 250 as defined in Detailed Employment Notice.

Payment of less fee for whatsoever reasons including wrong opting of category, will entail rejection of candidature at any stage of recruitment process. Fee once paid shall not be refunded.

Last Date:-

6. The last date for determining permissible age and other eligibilities in all respects shall be 30.04.2016.

The application form duly filled alongwith requisite documents shall reach in the Coordination Branch (Receipt & Dispatch), Punjab and Haryana High Court, Chandigarh, 160001 on or before 30.04.2016 upto 5.00 p.m. complete in all respects. The envelope should be super-scribed with the words, "**Application form for the Post of Driver**".

Selection Process:-

7. A written test will be held to shortlist the Applicants for the posts of Drivers. Thereafter, Applicants will be selected on the basis of practical test /interview. The Applicants proposed to be appointed will be required to work on trial period for which they will be paid as per rate applicable to daily wagers. Name of the Applicant will be considered appointment only after the successful completion of trial period as per the assessment of High Court.

Other Instructions:-

8. Applicants, in own interest shall read the instructions carefully and follow these strictly, lest for violation the application should stand rejected summarily. No further correspondence will be entertained in this regard.

I. Applicants working in Government Departments/ Semi Government Departments/ Corporations/ Boards shall have to submit original



application form alongwith a forwarding letter from his/her department at own risk and responsibility, on or before the last date fixed. No advance or duplicate copy will be considered. However, NOC on format "**Annexure II**" from the department shall have to be produced at the time of interview as and when called. The employees who are working on contract basis are not considered as Govt. employees etc. and they shall apply as non departmental Applicants.

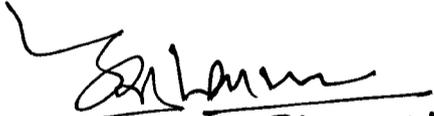
- II. Applicant having more than one living spouse shall not be eligible for appointment.
- III. If Applicant has disclosed in the application form about any of his/her previous employment, Applicant will have to furnish Affidavit on format "**Annexure III**". *Previous employments* means the jobs left by the Applicants.
- IV. If Applicant has disclosed in the application form that any of his/her close relatives has been/ was / is working in the establishment of High Court, Applicant will have to furnish a Affidavit 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.*
- V. The selected Applicants may also be posted at Delhi office of the High Court or any district of Punjab and Haryana from time to time. However, in this regard, no extra perks or allowance shall be paid to them.
- VI. The applicant shall submit self attested copies of requisite documents alongwith three passport size photographs attested from Gazetted Officer. One photograph pasted on the application form and two be attached alongwith application form.



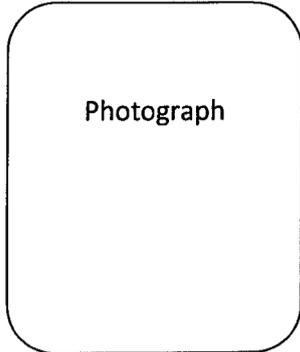
- VII. Applicant shall be careful while filling the particulars / information in the application form. Wrong particulars, misinformation or concealment of the information will lead to rejection of candidature besides other legal consequences.
- VIII. The particulars mentioned/ information given in the application form will be treated as final. Applicant will have to produce testimonials in support of given particulars/ information and not vice versa. Failure to produce supportive testimonial(s) and /or to substantiate particulars/information will lead to rejection of candidature. Applicant shall fill name(s) legibly and in block letters in English.
- IX. The name, spelling, alias, surname etc. shall be the same as given in Middle pass Certificate and DOB Proof. No variation will be either accepted or allowed to be explained.
- X. Date of birth shall be mentioned carefully as per school certificate/DOB certificate. Complete permanent and correspondence addresses along with active and valid contact number (including E-mail, if any) shall be mentioned in the application form. High Court shall not be responsible in case any communication does not reach the Applicant due to defect etc. in given address/ contact.
- XI. Applicant shall specifically specify/ mention about registration, pendency or conviction in / of any criminal proceedings or bound down in security proceedings in 'Yes' or 'No'. If the answer is 'Yes', give the details and shall be in possession of relevant proof/ order with him/her. Applicant shall ensure to disclose the reasons for dispensing with, discharge, removal, dismissal or termination (if any) from service supported by document (to be produced as and when demanded)



- XII. Applicant shall fill all the columns in the application form, affidavits, Annexures scrupulously. Incomplete application form / affidavits/ Annexures will be rejected summarily and no correspondence will be entertained in this regard.
- XIII. The Applicant must be in possession of the requisite documents in support of his/her eligibility, age etc as on last date fixed. The originals will have to be produced as and when demanded. No extra time will be given for production of documents. The information given in the Application Form is treated as final so far as Applicant is concerned. Applications received otherwise than on the prescribed Performa, those received beyond the last date specified or incomplete in any respect shall be rejected summarily. No correspondence in this regard will be entertained.
- XIV. No TA/DA will be payable to the Applicants for appearing in tests/interview.
- XV. Original documents have to be produced at the time of interview or as and when called.
- XVI. 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.
- XVII. All announcements/information regarding this recruitment process will be notified on the official website of this Court i.e. www.highcourtchd.gov.in. All the applicants are advised to regularly visit the website in their own interest. High Court shall not be responsible for missing of information or announcement by applicant on account of non visiting of the website.


31.2.2016
Registrar Recruitment
Punjab & Haryana High Court,
Chandigarh

APPLICATION FOR THE POST OF DRIVER



(To be filled in by the Applicant in his own handwriting.)

- Note:-**
- ❖ **Read the Detailed Employment Notice carefully before filling this Application form**
 - ❖ **No column shall be left blank.**

1. Name of the Applicant
(in Block Letters) -----

2. Father's Name -----

3. Mother's Name -----

4. Permanent Address -----

5. Address for correspondence -----

6 Contact Details :-
(Telephone/Mobile No.) -----
Email (if any) -----

7. Date of birth
(self attested copy of proof be attached) -----
(Day) / (Month) / (Year)

Age as on 30.04.2016 (_____ Years, _____ Month, _____ Days)

8. Gender -----

9. Educational Qualification (write details of middle pass or matric only (attach proof)

Sr. No	Name of Board/University	Exam Passed	Date of Passing (as given in DMC)	%age or Grade Point
1				

10. If Applicant has got any other qualification(s) the write only the Name of examination passed. No other details to be given, nor any document is to be attached.

11. (a) Details of LTV Driving license it includes LMV/Trans, LTV/Trans, LMV (Commercial) , LMV CAB) -----

 (i) Number & Date of Issue -----

 (ii) Issuing Authority -----

 (iii) Valid Upto -----
 (Attach self attested copy) -----

- (b) Experience of Car Driving -----
 (Attach Proof of minimum two -----
 years experience.) -----

12. Whether the Applicant belongs to -----
 SC/ST/BC/ Ex.SM? -----
 (Write Yes or No) -----
 (a) If yes, fill category / State Category ----- State -----
 (attach proof) -----
 (b) If BC Category Applicant , -----
 whether undertaking on -----
 proforma as **Annexure 'I'** -----
 attached ? -----

 (c) Whether Applicant claims -----
 reservation benefits ? -----
 If Yes, mention Category, State Category ----- State -----
13. Whether the Applicant is in Govt./ -----
 Semi Govt./ Corporation/ Boards/ -----
 Local bodies department ? (Write -----
 Yes or No) -----
 (i) If yes, whether forwarding -----
 letter from department etc. -----
 attached? -----
14. Was the Applicant ever arrested, -----
 detained in judicial custody, -----
 summoned, ordered to be bound -----
 down in security proceedings, -----
 convicted, acquitted, discharged for -----
 any offence.? (Write Yes or No) -----

 If yes, give details, and attach copy -----
 of orders. -----

15. Whether Applicant has ever been -----
 convicted for rash or negligent -----
 driving ? (Write Yes or No) -----

 If yes, give details -----

16. Have you ever been discharged, -----
 removed, dismissed or dispensed -----
 from service of any Government/ -----
 Semi-Government/Board/ -----
 Corporation? (Write Yes or No) -----
 If yes, give details -----

17. Whether any Civil case was ever filed/registered or decided against the Applicant regarding his driving? (write Yes or No)
If yes, give details and attach proof.

18. Whether the Applicant had previously served in any Govt./ Semi Govt./ Board / Local bodies department? (write Yes or No)
If yes, whether details as per Annexure 'III' attached?

19. Whether the Applicant has any close relative in the service of High Court or any Court subordinate thereto in the State of Punjab, Haryana or U.T., Chandigarh?
(write Yes or No)
If yes, whether details as per Annexure 'IV' attached?

20. Any other information etc.

21. Details of Demand Draft/IPO
(attach in original)

Demand Draft/IPO No.:-----
Dated:- -----Amount-----
Name of the Bank/ Post Office. -----



Dated:-
Place:-

**LTI/RTI
of the Applicant**

(Signature of Applicant)

DECLARATION BY THE APPLICANT

I solemnly affirm and declare that particulars/ information given by me in the Column Nos. 1 to 21 above are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I have never been debarred from appearing at any examination. I understand that my candidature is liable to be rejected at any stage in the event of any mis-conduct/ mis-statement/discrepancy/concealment in the particulars being detected even after my appointment. In such an event, my services are liable to be terminated without any notice to me or intimating reasons thereof. I undertake not to seek any claim or compensation in case my candidature, selection or appointment is rejected/terminated/ cancelled for aforesaid reasons.

I understand that if any column is left blank, my application can be rejected.



Dated:-
Place:-

LTI/RTI of the Applicant

(Signature of Applicant)

Annexure 'I'

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.

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 Applicant 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 Drivers to be held in the Punjab and Haryana High Court at 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 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 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.

DEPONENT

Place:-

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 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:-

**(STAMP UNDER LAW)
AFFIDAVIT**

I, _____ S/o Sh. _____ R/o _____

_____ do hereby solemnly affirm and declare as under:-

1. That I am resident of _____
2. That I have never been convicted for negligent driving under the any law nor any such proceedings are pending in any Court/ Authority against me.

Place:

Dated:

Deponent

Verification:-

It is verified that the contents of para No.1 & 2 are true and correct of the best of my knowledge and belief and nothing has been concealed therein

Place:

Dated:

Deponent