

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

DETAILED EMPLOYMENT NOTICE

Online applications on prescribed format and annexures (attached hereinafter) are invited for filling up of 14 (General-12, SC/ST/BC-01, Ex-Servicemen-01) vacant posts of Judgment Writers (subject to increase/decrease without any notice) on the Establishment of this Court through a competitive examination in the pay scale of Rs.10300 – 34800 and Grade pay Rs.4800/- (with initial start of Rs.18250/-) plus usual allowances as admissible from time to time. Duty hours of the selected candidates may extend beyond normal working hours and even at odd hours without any extra payment or allowances. The selected candidates shall be subjected to medical tests as may be prescribed.

Qualification:-

2. 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 sheet). Merely satisfying eligibility criterion does not entitle candidates to be called for test. The Committee reserves right to adopt any short listing criterion to call the candidates for the test. This Court reserves the right to alter/modify or change any of the terms and conditions including selection criterion etc. spelt out in the Employment Notice. Candidates must possess requisite qualification(s) as on cut off date i.e. 28.10.2014.

Age:-

3. The minimum and maximum age limit for the candidates shall be 21 years and 30 years respectively for all categories as on 28.10.2014. However, the age relaxation for Ex-Servicemen Category is as under:-

1) Ex-Servicemen	By number of years equal to his defence service plus 3 years
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For candidates who are already working in the Government Departments/Semi Government Departments/Corporations/Boards, the upper age limit shall be 35 years.

Such candidates shall be in possession as on the eligibility date, No Objection Certificate as per format **Annexure 'II'**.

Reservation:-

4. Benefit of reservation against SC/ST/BC categories will be available only to the bona fide residents/permanent domiciles of the States of Punjab, Haryana and U.T. Chandigarh. All other such candidates shall be treated in general category. Candidates belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per Rules applicable in their State and shall besides production of BC certificate, have to furnish undertaking on the format as per **Annexure 'I'**. Candidates shall retain the signed Annexure I to be submitted as and when demanded. Benefit of reservation under ESM Category is available only to Ex-Servicemen themselves.

Fee:-

5. General category candidates and the SC/ST/BC candidates of areas other than States of Punjab, Haryana and UT Chandigarh shall have to pay fee @ Rs. 500/- and all other reserved category candidates shall have to pay @ Rs. 250/- through Bank deposits as detailed in "**How to Apply**". Bank service charges will be extra. Payment of less fee for whatsoever reasons including wrong selection of category will entail rejection of candidature at any stage of recruitment process.

Last Date:-

6. The last date for determining permissible age and other eligibility in all respects shall be 28.10.2014. Registration Step-1 shall be completed on or before 28.10.2014 by 11:59 PM. Candidates who successfully complete Step-1, will have to complete Step-2 on or before 31.10.2014 by 11:59 PM.

Selection Criterion:-

7. Candidates shall be required to take down dictation at the speed of 120 w.p.m. in English Shorthand and to transcribe (word processing test) the same on the

computer at the speed of 24 w.p.m. The Shorthand dictation (test) shall be of 10 minutes. No candidate shall be considered to have qualified the test, if he/she commits more than 5% mistakes. Spread sheet test shall be only qualifying nature of 10 marks and of 10 minutes duration. To qualify a spread sheets test, a candidate shall have to secure 40% or more marks. Select list(s) of the qualified candidates will be prepared strictly on the basis of merit in the word processing/transcription test.

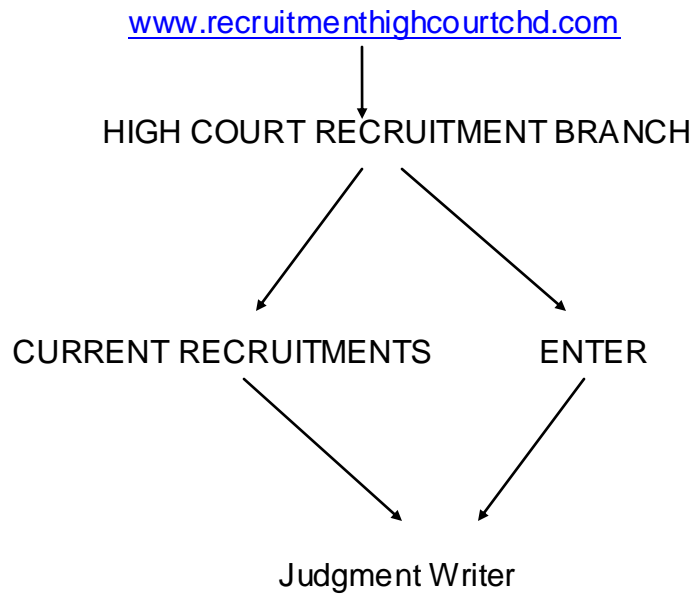
8. After the test candidates will be called through SMS and/or E-mail message for checking of their original testimonials. Merely because candidates are called for checking, it does not mean that they have qualified the test or are eligible for selection. The Committee reserves the right to determine the number of candidates to be called for testimonial(s) checking. All the demanded testimonials have to be produced and no extra time will be given.

Documentation:-

9. No document is to be uploaded at the time of completion of registration Step-1 and 2. The admission of the candidates 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 candidate does not fulfill any of the eligibility conditions his/her candidature shall stand cancelled without any notice. The candidates shall produce documents in support of the particulars mentioned/information given in the Registration/Application forms and not the vice-versa. Information given in the Registration/Application form is treated as final and binding so far as candidate is concerned. No document created or procured after cut off date will be accepted.

How To Apply:-

10. The procedure for submission of online applications/registration forms shall comprises of Step-1 and Step-2. For that candidates are required to download, read and follow the instructions given in the hyperlink "**How To Apply**". For that, candidates shall visit/click



11. Acceptance of applications submitted through online process does not imply that candidates have fulfilled all the criterion given in the detailed Employment Notice. The application/information shall be subject to subsequent scrutiny and can be rejected at any point of time if found to be not fulfilling the eligibility criterion.

12. Candidates shall have a valid E-mail address and contact number as information will be supplied on SMS and/or E-mail. In case of non-reaching of the information due to defect or failure of given contact numbers/E-mail, this Court shall not be responsible.

13. Candidates must retain one copy of application form, and copy of photograph uploaded as the same may be required at any time subsequently.

14. No TA/DA be paid to the candidates appearing for the test/viva voce/testimonial(s) checking.

15. Any other terms and conditions not specifically mentioned above shall be governed in accordance with the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, unless instructed otherwise.

Registrar Recruitment

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_____

Note:- After downloading, Please sign it and keep it ready for step II and original have to be produced as and when demanded.

“NO OBJECTION CERTIFICATE”

(To be issued by the Head of the Department in case the candidate 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 Judgment Writers 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: _____

Seal

Note:- After downloading, Please get it signed from the concerned authority before step-II and original have to be produced as and when demanded.

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:-

Note:- After downloading, sign it and keep it ready for step-II and original have to be produced as and when demanded.

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:-

Note:- After downloading, Please get it attested, keep it ready for step-II and original have to be produced as and when demanded.