

Advt. No.RB/PE/10/2014
HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH
DETAILED EMPLOYMENT NOTICE

Applications are invited for filling up one post of Peon Technical (Electrician) (subject to increase / decrease without any notice) in the pay band of Rs. 4900-10680 plus Grade Pay Rs. 1650/-(with initial start of Rs. 6950/-) plus usual allowances as admissible from time to time. Duty hours of the selected candidate may extend beyond normal working hours and even at odd hours without any extra payment or allowances. The selected candidate shall be subjected to medical tests as may be prescribed.

1. **Age:** The candidate shall not be less than 20 years and not more than 35 years of age as on 26.11.2014. Upper age limit shall be relaxed upto 5 years for the candidates who belong to SC/ST and BC categories belonging to States of Punjab, Haryana and U.T., Chandigarh only. However, in the case of peons to be absorbed under Rule 22 (c) (iii) of High Court Establishment (Appointment and Conditions of Service) Rules, 1973, there shall be further relaxation of age up to 10 years. The age relaxation for PH (Persons with disabilities) and ESM (Ex-Serviceman) categories are as under:-

- | | | |
|---------------------------|---|--|
| 1) Physically handicapped | : | 10 years over and above the prescribed upper age limit. |
| 2) Ex-servicemen | : | By number of years equal to his defence service plus 3 years |

2. **Qualification:** Matric with ITI / Diploma / Certificate or Vocational Course in Electrician from a recognized Institute. Due weightage shall be given to the experienced candidates. 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 . Candidate must possess requisite qualification(s) as on 26.11.2014.

3. **Fee:** General category candidates and the SC/ST/BC candidates of other than States of Punjab, Haryana and UT Chandigarh shall have to pay fee @ Rs. 100/-. All other candidates belonging to the reserved category

shall have to pay @ Rs.50/- drawn on any nationalized bank payable at Chandigarh in favour of **The Registrar General, Punjab & Haryana High Court, Chandigarh** .

For dependents of the Ex-Servicemen, who are disabled/ deceased during active operation there will be no fee. Payment of less fee for whatsoever reasons will entail rejection of candidature at any stage of recruitment process. Fee once paid shall not be refunded

4. **Last Date:** The last date for determining permissible age and other eligibility in all respects shall be 26.11.2014. The application shall reach the office of the **Registrar Recruitment, Punjab & Haryana High Court, Chandigarh, 160001** on or before 26.11.2014 up to 4.00 p.m. together with self attested copies of certificates and one passport size photograph duly attested. The candidate 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 candidate is concerned. Applications received otherwise than on the prescribed proforma, those received beyond the last date specified or incomplete in any respect shall be rejected summarily . No correspondence in this regard will be entertained.

5. **Other Important Instructions:-**

- (a) Candidate, 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.
- (b) Candidate 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.
- (c) The particulars mentioned/ information given in the application form will be treated as final. Candidate 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.

- (d) Candidate shall fill name(s) legibly and in block letters in English. The name, spelling, alias, surname etc. shall be the same as given in Matriculation Certificate. No variation will be either accepted or allowed to be explained.
- (e) Date of birth shall be mentioned carefully as per matriculation certificate.
- (f) Complete permanent and correspondence addresses alongwith active and valid contact number (including E-mail, if any) shall be mentioned in the application form. High Court shall not responsible in case any communication does not reach the candidate due to defect etc. in given address/ contact.
- (g) If the candidate is already working in Govt. Deptt. / Semi Govt. Deptt./Corporations/ Boards, he shall attach No objection Certificate on the enclosed proforma as Annexure "II" duly attested by the Head of the Department with the application.
- (h) If the candidate was in Govt. Deptt. / Semi Govt. Deptt./Corporations/ Boards, he shall attach an Undertaking/ Affidavit on the enclosed profoma as Annexure "III".
- (i) Candidate 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. Candidate shall ensure to disclose the reasons for his discharge, removal or dismissal from service supported by document (to be produced as and when demanded)

- (j) Candidate shall specifically peruse the affidavit Annexure "IV". Candidate shall specify if any of his/ her Close relatives is working in the service of High Court or any court Subordinate thereto in the state of Punjab, Haryana and U.T., Chandigarh. If 'Yes' , name, relationship and complete job particulars of the relative shall be disclosed.
- (k) Candidate 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.
- (l) No TA/DA be paid to the candidates appearing for the test/viva voce.
- (m) 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.

Sd/-
Registrar Recruitment

APPLICATION FORM FOR THE POST OF PEON TECHNICAL (ELECTRICIAN)

Please read Detailed Employment Notice carefully before filling the application form

(To be filled in by the candidate)

1	Name of the candidate: (in Block letters)	_____	Latest passport size colored photograph duly attested by Gazetted Officer.
2	Father's Name:	_____	
3	Mother's Name:	_____	
4	Permanent address:	_____	

5 Address for correspondence: _____

(i) Contact Number i.e. Tel/Mobile: _____

(ii) E-mail ID _____

6. (i) Date of Birth: _____
(as entered in the Matriculation or Equivalent examination certificate) DD / MM / YY

(ii) Age as on 26.11.2014 _____
YY / MM / DD

7. Sex (Male / Female)

8. Educational Qualification

Exam passed	Name of Board/Univ.	Date of Passing	Total Marks	Marks Obtained	%age / Grade Points
Matric					

9. Whether the candidate belongs to :
Scheduled Caste/Scheduled Tribe/Backward Class/Physical Handicapped / Ex-Serviceman, _____

(a) If yes, proof attach

(b) If BC category candidate attach undertaking on proforma as Annexure 'I'

10. Whether the candidate is employed under "The Retired Judges' Domestic Help Rules 2009" _____
(a) If yes, give details
11. Whether the candidate is already :
in Govt. Deptt./ Semi Govt. Deptt./ Corporations / Boards _____
(a) If yes, attach 'No Objection Certificate' on the enclosed proforma issued by the head of the Deptt. Wherever serving as Annexure 'II'
12. Whether the candidate was in :
Govt. Deptt./ Semi Govt. Deptt./ Corporations / Boards _____
(a) If yes, attach Undertaking/ Affidavit on the enclosed proforma as Annexure 'III'
13. Whether the candidate is having :
Relevant experience _____
(a) If yes, attach Experience Certificate
14. Whether any criminal case has :
ever been registered against you or is pending against you or whether you have ever been convicted for any offence or bound down in any security proceedings? if yes, give details _____
15. Have you ever been removed or :
dismissed from service of any Government /Semi-Government/Board/ Corporation? if yes give details _____
16. Whether the candidate has any :
close relative in the service of High Court or any court Subordinate thereto in the state of Punjab, Haryana and U.T., Chandigarh _____
(a) If yes, attach Undertaking/ Affidavit on the enclosed proforma as Annexure 'IV'

17. Any other information etc : _____

18 Details of application Fee : Demand Draft No _____
Date _____ Amount _____
Name of the Bank _____

Date: _____

Place: _____

Signature of the Candidate

“DECLARATION BY THE CANDIDATE”

I solemnly declare that the particular (s)/information(s) given by me are true and correct 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

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 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 interview for the post of Peon Technical (Electrician) 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

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:-