

## HIGH COURT OF PUNJAB AND HARYANA , CHANDIGARH

### EMPLOYMENT NOTICE

Applications on prescribed form are invited for filling up one post of Urdu Translator (General Category), in the pay band of ₹ 10300-34800, Plus Grade Pay ₹ 4400/- plus usual allowances as admissible from time to time.

**Qualification** No candidate shall be eligible to appear in the Competitive Examination unless he/she holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto of a recognized University with a minimum of 55% marks with Urdu as elective subject.

The syllabus for the written competitive examination for recruitment to the vacancies of Translators shall consist of the following subjects. The maximum and the qualifying marks fixed for each subject are shown as under:

Sr No	Subject	Maximum Marks	Qualifying Marks
1	English Composition	100	33%
2	Translation into English 1)Civil Judgments in Urdu 2)Criminal Judgments in Urdu 3)Newspaper Article in Urdu	50	33%
3	Urdu reading of manuscript from some Judicial file	50	33%
4	Urdu language test	50	33%
5	Type writing with a minimum speed of 30 w.p.m	Qualifying only	

No candidate shall be considered to have qualified in the competitive written examination, unless he/she obtains 50% marks in aggregate and qualifying 33% marks in each subject.

**Age** The age of candidates belonging to the General Category should not be less than **18** years and more than **27** years as on the last date i.e. **23.09.2013**.

The applications on the proforma given below, complete in all respects accompanied by Demand Draft of ₹ **500/- (Rupees Five Hundred only)** drawn on any nationalized bank payable at Chandigarh **in favour of The Registrar General, High Court of Punjab and Haryana, Chandigarh** should reach the office of The Registrar Recruitment, High Court of Punjab and Haryana, Chandigarh 160001 on or before **23.09.2013** upto 5.00 P.M. together with copies of certificates and photograph duly attested.

## Application form

### APPLICATION FORM FOR THE POST OF URDU TRANSLATOR (To be filled in by the candidate)

1. Name of the candidate \_\_\_\_\_  
(in block letters)
2. (i) Father's Name \_\_\_\_\_  
(ii) Mother's Name \_\_\_\_\_
3. Permanent Address \_\_\_\_\_  
\_\_\_\_\_
4. Address for correspondence \_\_\_\_\_  
\_\_\_\_\_
- Telephone/Mobile No. \_\_\_\_\_
5. (i) Date of Birth as entered in  
the matriculation examination  
or its equivalent. \_\_\_\_\_  
(ii) Age as on **23.09.2013** \_\_\_\_\_ Year \_\_\_\_\_ Months \_\_\_\_\_ Days  
(iii) Sex (Male/Female) \_\_\_\_\_

Paste latest  
photograph duly  
attested by a  
Gazetted  
Officer.

6. Educational qualification (matric onward):-

Name of Board/ University.	Exam passed	Total Marks	Marks obtained	% age

7. Whether the candidate is in Govt. Service?  
If yes, give details of service. \_\_\_\_\_
8. Whether the application is being routed  
through proper channel ? \_\_\_\_\_
9. Was the candidate ever arrested/detained  
in police or judicial custody or ordered to  
be bound down in security proceedings or  
convicted for any offence. If so, give details. \_\_\_\_\_
10. Whether the candidate has previously served  
in any Govt. Department? If yes, whether he/she  
was discharged, removed or dismissed. Give  
details. \_\_\_\_\_
11. Whether the candidate has any relative in  
the Service of the High Court or any Court  
Subordinate thereto in the States of Punjab  
Haryana, and U.T., Chandigarh? If yes,  
give particulars. \_\_\_\_\_
12. Details of Bank Draft No. \_\_\_\_\_ Date \_\_\_\_\_ Bank \_\_\_\_\_  
Amount \_\_\_\_\_

Place \_\_\_\_\_  
Dated \_\_\_\_\_

(Signature of the candidate)

**“Declaration to be given by the candidate”**

I solemnly affirm and declare that the particular(s)/information given by me in column numbers 1 to 12 above is/are true and correct to the best of my knowledge and belief and nothing has been concealed therefrom. I further undertake that in the event of any of the particular(s)/information given above is/are found to be incorrect/false at any stage, my candidature/appointment may be treated as cancelled/terminated and I shall not lay claim to anything on the basis thereof.

(Signature of the candidate)

**Note**

- (i) Candidates must apply on the prescribed form only.
- (ii) Applicants already working in Subordinate Courts or Offices of the Govt. of State of Punjab, Haryana and U.T., Chandigarh should route their applications through proper channel.
- (iii) Applicants should affix their latest passport size photograph on the space specified in the application form.
- (iv) Candidates should ensure that they fulfill all the eligibility conditions for applying to the post as on **23.09.2013**.
- (v) On verification of the testimonials/documents, if at any stage, it is found that a candidate does not fulfill any of the eligibility conditions, his/her candidature will be cancelled without any notice or further reference.
- (vi) Applications complete in all respects must reach this Court by **23.09.2013**.
- (vii) Any application received by the office after the last date by post or otherwise will not be entertained under any circumstances.
- (viii) Fee once paid will not be refunded.
- (ix) The High Court reserves the right to shortlist the candidates/applicants to be called for the written test in the event of receipt of large number of applications.
- (x) All other conditions of recruitment not covered in the notice above shall be regulated as per the relevant provisions of the High Court Establishment (Appointment and Conditions of Service) Rules 1973, as amended from time to time.

Sd/-

REGISTRAR RECRUITMENT