

**HIGH COURT OF PUNJAB AND HARYANA, CHANDIGARH
DETAILED EMPLOYMENT NOTICE**

Applications on prescribed format and annexures (attached hereinafter) are invited for filling up 19 temporary posts of Drivers (15 existing and 4 anticipated post of driver upto 31.03.2017) on the establishment of Punjab and Haryana High Court, Chandigarh by way of direct recruitment through competitive tests. Offer of appointment against anticipated posts will also be subject to the availability of post(s) and decision of the High Court.

2. 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

3. As per Schedule-I of the High Court Establishment (Appointment and Conditions of Service) Rules, 1973, pay scales of Drivers is Rs. 5910-20200/- + G.P. 2400/- (with intial pay of Rs. 9880/-) plus usual allowances as may be admissible from time to time, on the establishment of this Hon'ble Court. Further, vide office order dated 22.01.2016 issued vide endst. No. 1920/- Exc. Cell, dated 27.01.2016 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 in continuation of letter No. 7/204/2012-4 F.P.1/66, dated 15.01.2015 adopted by this Hon'ble Court vide endst. No. 14046, Exc. Cell dated 16.05.2015.

Qualification /Experience :-

4. The Applicant should possess following qualifications:-
 - (i). The Applicant shall be matric 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 and/or rash driving.
 - (iv). He should have a minimum of two years experience of driving of car.
5. Applicants possessing "LMV (Trans)", "LTV (Trans)", "LMV (Commercial)", "LMV-CAB", "LMV(PVT)", "LMV-GV", "Motor-Cab Transport Vehicle" and "Trans" will also be eligible provided there is no other endorsement on the driving license making the driver ineligible.
6. No inference of eligibility or competency to drive light transport vehicle will be drawn on the basis of any other category including higher category endorsement on the driving license.
7. In case an applicant relies upon a Driving License issued by the Military Authorities, he, at the time of interview, shall produce a certificate from Competent Authority that said Driving License fulfills the requirements prescribed in the Detailed Employment Notice.
8. An applicant shall have to furnish 'No Conviction Declaration' in the relevant column of the application form. He may at any time be called upon to furnish the declaration in the form of Affidavit.
9. Applicant shall have to mention length of his Experience in Driving of Car in the relevant column of the Application Form. The proof of Driving Experience shall have to be produced at the time of Interview or as and when called.
10. Applicant must possess requisite qualification(s) as on 21.12.2016.

Age:-

11. For all the advertised posts, the applicants of all categories shall not be less than 18 years and more than 35 years of age as on 21.12.2016. However, for the applicants belonging to Ex-servicemen category, upper age limit will be relaxed by number of years equal to his Defence Service plus 3 years.

12. No document except Matriculation certificate shall be admissible as a proof of date of birth for all the categories.

Reservation:-

13. Benefit of SC/ST/BC reservation and fee relaxation in recruitment to the posts of Drivers shall be available only to those who have got a SC/ST/BC certificate issued by the States of Punjab, Haryana or UT Administration Chandigarh and are also domiciled/ permanent residents of these States/ UT Chandigarh. All SC/ST/BC category applicants of other areas shall be treated in general category as 'Others'.

14. Applicants belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of Creamy Layer as per the Rules applicable in their respective States/UT, Chandigarh. They, besides production of BC certificate shall have to furnish an undertaking on the format as per

Annexure 'I'.

15. Benefit of reservation and fee relaxation to Ex-Servicemen (ExSM) Category is available only to Ex-Servicemen (Ex.SM) themselves. They shall have to submit alongwith application form self attested complete copy of discharge book.

16. The category once specified/selected in the application form cannot be changed on any ground.

Application Fee:-

17. The applicants who have got SC/ST/BC certificate issued by the States of Punjab, Haryana or UT Administration Chandigarh and are also domiciled/permanent residents of UT Chandigarh and States of Punjab and Haryana, and Ex-Servicemen applicants shall have to pay an application fee of Rs. 250/-. All General Category/others applicants shall pay an application fee of Rs. 500/-. The fee shall be payable only by way of Demand Draft/ crossed Indian Postal Order payable at Chandigarh in favour of Registrar General, High Court of Punjab and Haryana, Chandigarh.

18. Payment of less fee/charges on whatsoever reason, will lead to rejection of the application. No request for subsequent payment of application fee will be entertained.

19. The application fees once paid will not be refundable in any circumstances.

Last Date:-

20. The last date for determining permissible age and other eligibilities in all respects shall be **21.12.2016**.

21. The eligible applicants shall submit their applications on the prescribed proforma duly filled alongwith Annexures, fee and requisite documents in the Coordination Branch (Receipt & Dispatch), Punjab and Haryana High Court, Chandigarh, 160001 on or before **21.12.2016** upto 5.00 p.m. The envelope should be super-scribed with the words, "**Application form for the Post of Driver**". The application can also be sent by registered post, at own responsibility, so as to reach the office before closing hours of the last date. Any application received by the Registry after the last date will not be entertained under any circumstances. The Registry shall not be responsible for any delay including of postal/courier services.

Selection Process:-

22. Selection will be made on the basis of marks obtained in Practical Test-cum-Interview. Mere selection on the basis of Practical Test-cum-Interview will not give any right to any applicant to claim appointment. Applicants proposed to be appointed will be required to work on trial period (as determined by High Court) for which they will be paid remuneration as per rate applicable to daily wages. Applicants would be considered for appointment only after the successful completion of trial period as per the assessment of High Court.

23. Keeping in view the number of applications and other administrative exigencies, High Court reserves the right to hold a shortlisting test consisting of questions on driving sense, Traffic Rules & Signs, numerical and reasoning ability, general knowledge etc. and it will be only qualifying in nature. High Court reserves the right to adopt any criteria on the basis of shortlisting test for inviting applicants for Practical Test-cum-Interview.

Other Instructions:-

24. Applicants, in own interest shall read and follow the instructions given in Detailed Employment Notice, Application form and Annexures carefully lest for any violation of any instructions, the application should stand rejected summarily. No further correspondence will be entertained in this regard.

25. Applicants working in Government Departments/ Semi Government Departments/ Corporations/ Boards/ Local bodies Department/ Autonomous body shall apply on or before the last date fixed, to High Court directly like any other candidate, after intimating their department etc.

26. However, NOC on format "**Annexure II**" from the department shall have to be produced at the time of interview or as and when called.

27. The employees who are working on contract/adhoc basis are not considered as Department employees etc..

28. Applicants having more than one living spouse shall not be eligible for appointment.

29. The selected Applicants may also be posted at Delhi 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.

30. Applicants shall submit self attested copies of requisite documents alongwith three passport size photographs. One photograph pasted on the application form be self attested and remaining two be attached with application form. Application form would be rejected if documents are not legible.


31. 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. No variation will be either accepted or allowed to be explained.

32. No request for change of any particular(s)/information given in the application form will be entertained.

33. Applicant shall fill name(s) etc. legibly and in block letters in English.

34. 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 of any communication does not reach the Applicant due to defect etc. in given address/contact.

35. Applicants must consciously read the declaration and thereafter put signature and RTI on the application form, if all terms accepted.
36. Application incomplete in any respect or on different format will be rejected summarily without any correspondence.
37. Acceptance of submitted applications do not imply that applicants have fulfilled all the eligibility criterion. 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.
38. No TA/DA will be payable to the Applicants for appearing in tests/interview.
39. Original documents will have to be produced at the time of interview or as and when called.
40. All instructions, terms and conditions mentioned in application form and Annexures are deemed to be part of the Detailed Employment Notice.
41. 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.
42. All announcements/information regarding this recruitment process will be notified on the official website of this Court i.e. www.highcourthd.gov.in. All the applicants are advised to regularly visit the website in their own interest. High Court shall not be responsible for missing or non-receipt of any information on account of his/her failure to checkup with the official website from time to time.


05.12.2016

**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:- ❖ No column shall be left blank.

Paste self attested
latest
passport size
Photograph

1. Name of the Applicant
(in Block Letters) -----
2. Father's Name -----
3. Permanent Address -----

4. Address for
correspondence -----

5. Contact Details :-
(Telephone/Mobile No.) -----
Email (if any) -----
6. Date of birth -----
(self attested copy of proof
be attached) **(Day) / (Month) / (Year)**

Age as on 21.12.2016

(_____Years, _____Month, _____Days)

7. Gender -----

8. Educational Qualification; Write details of 'Matric pass' only (Attach self attested copy of DMC)

Name of Board	Date of Passing (as given in DMC)	Percentage marks obtained*

*in case of Grade Points, applicant shall convert the same into percentage and write in the given column.

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

10. (i) Number & Date of Issue of Driving
Licence -----
(ii) Issuing Authority -----
(iii) Valid Upto -----
(Attach self attested copy)

11. Mention the period of Experience in Driving of Car. _____ Years _____ Months _____ Days

12. (a) Mention the category under which applied

(b) If applied under reserved category, whether self attested copy of proof attached? (Write Yes or No)

(c) If BC Category Applicant, whether undertaking on proforma as **Annexure 'I'** attached? (Write Yes or No)

13. (a) Whether Applicant is in employment of Govt./ Semi Govt./ Corporation/ Boards/ Local bodies department/ autonomous body? (Write Yes or No)

(b) If yes, whether concerned department is intimated (Write Yes or No)

14. (a) 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)

(b) If yes, give details, and attach copy of orders.

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

16. (a) Whether applicant has ever been discharged, removed, dismissed or dispensed from service of any Government/ Semi-Government /Board/Corporation/autonomous body? (Write Yes or No)

(b) If yes, give details

17. (a) Whether any Civil/MACT case was ever filed/registered or decided against the Applicant regarding his driving? (Write Yes or No)

(b) If yes, give details and attach proof.

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18. (a) Whether the Applicant had previously served in any Govt./ Semi Govt./ Board / Local bodies department/ autonomous body ?
(Write Yes or No)

(b) If yes, whether Annexure 'III' attached ? (Write Yes or No)

19. (a) 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)

(b) If yes, whether Annexure 'IV' attached ? (Write Yes or No)

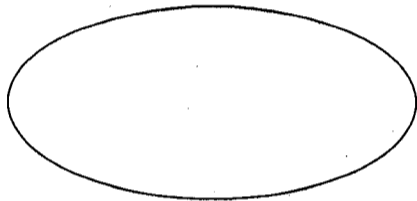
20. Any other information etc.

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

Demand Draft/IPO No.:-----

Dated:- -----Amount-----

Name of the Bank/ Post Office. -----



Thumb Impression of the Applicant
(Right for female, Left for male)

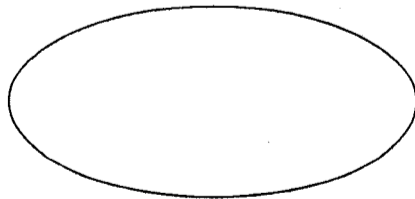
Dated:-
Place:-

(Signature of Applicant)

DECLARATION BY THE APPLICANT

- i) I certify that particulars/information given in the application form is true and correct according to my knowledge and nothing has been concealed therein and that in case any information/particular(s) is/are found to be false, fabricated, misrepresented, suppressed or concealed, I shall be liable for appropriate legal action including termination, dismissal or discharge even after appointment without any notice.
- ii) I solemnly affirm and declare that I have never been debarred from appearing at any examination.
- iii) I understand that if any column is left blank, my application can be rejected.

Dated:-
Place:-



Thumb Impression of the Applicant
(Right for female, Left for male)

(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 excluded under the law and rules applicable.

Dated:

Signature_____

Name _____
(in block letters)

Father's Name _____
(in block letters)

Post Applied_____

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"NO OBJECTION CERTIFICATE"

(To be issued by the Head of the Department in case the Applicant is employed.)

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/Deputation
Transfer basis etc. (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

SELF ATTESTED

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:-
 (Previous employment means the job(s) left by the applicant.)

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:-

SELF ATTESTED

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:-