

PUNJAB AND HARYANA HIGH COURT AT CHANDIGARH

EMPLOYMENT NOTICE NO. 2/HCRC/SSS/2021

Dated: 18.12.2021

Candidate can apply online	:	20.12.2021
Last date/time to apply online	:	15.01.2022 11:59 P.M.

To fill up 35 vacant posts of Sr. Scale Stenographers on the establishment of Punjab and Haryana High Court, Chandigarh, only online applications from eligible candidates are invited upto 15.01.2022 at official website of the High Court www.highcourtchd.gov.in and on recruitment cell web portal i.e. www.recruitmenthighcourtchd.com as per details given below:-

Name of Post	Total Number of vacancies	Category wise Bifurcation	Pay scale
Sr. Scale Stenographer	35 Sr. Scale Stenographer	General - 28 SC/ST/BC - 04 Ex-Servicemen and Persons with disability i.e. Lower Limb Disability - 01	The Salary, pay and allowances of the selected candidate will be governed as per the latest applicable rules and instructions issued by the Government of Punjab and adopted by High Court

Note:- The number of vacancies are subject to variation on both sides without any prior notice.

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1. AGE:-

The minimum and maximum age limit as on **15.01.2022** for the candidates shall be 21 years and 30 years respectively for all categories. However, the upper age relaxation for Persons with disability, Ex-Servicemen and Government Employee Categories is as under:-

- 1) Persons with Bench Mark disability 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
- 3) Government Employee For candidates who are already working in the Government Departments/Semi-Government/Corporations/Boards; upper age limit shall be 40 years. The benefit is not available to those who are employed on **Contract and Adhoc** basis.

2. QUALIFICATION

The minimum qualification for the post is degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has proficiency in operation of computers (Word processing and Spread sheets). Merely satisfying eligibility criterion does not entitle candidates to be called for test. High Court reserves the right to adopt any short listing criterion to call the candidates for the test.

The applicant should fulfil the condition of qualification on the last date of online submission of applications i.e. 15.01.2022.

3. Reservation

Benefit of reservation against SC/ST/BC and fee relaxation in this recruitment shall be available only to those who have got a SC/ST/BC certificate issued by the States of Punjab, Haryana and UT 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 and shall fill their category as "General".

Benefit of reservation under Ex-Servicemen category is available only to Ex-Servicemen themselves and not to their dependents. They shall have to produce original documents alongwith application form and self attested complete copy of discharge book at the time of testimonial checking as and when called by office of this the Hon'ble Court.

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.

Reservation for Persons with Disabilities (PH) will be governed by Rules adopted/framed by High Court amended from time to time and the relevant provision of law. The Category once specified/selected in the application form cannot be changed on any ground.

4. Necessary documents to be submitted at the time of Testimonial Checking.

(i) The candidate shall have to submit print of downloaded application form alongwith supporting documents (i.e. proof of Qualification, Date of Birth, reservation certificate alongwith their Annexures given below).

(ii) BC candidates, besides production of BC Certificate shall have to furnish an undertaking on the format as per Affidavit/Undertaking **Annexure 'I'** at the time of testimonial checking or as and when called by the office of this Hon'ble Court.

(iii) Candidates who are working in Government Departments/Semi-Government Departments/Corporations/Boards, whether want to avail age relaxation or not, shall have to submit requisite documents and Annexures alongwith Forwarding Letter/No

Objection Certificate (**Annexure 'II'**) issued by respective head of the Department at the time of testimonial checking or as and when called by the office of this Hon'ble Court. The employees who are working on contract and adhoc basis are not considered as Government Employee etc. and they shall apply as non departmental candidates.

(iv) Candidates shall have to furnish information in the application and submit Affidavit/Undertaking **Annexure 'III'** about any of their close relative is working in the Establishment of High Court or any Subordinate Court in the States of Punjab, Haryana and Chandigarh. The close relative means Husband, Wife, Father, Father-in-Law, Mother, Mother-in-Law, Brother, Brother-in-Law, Sister, Sister-in-Law. **Annexure 'III'** will be submitted by the candidate at the time of testimonial checking or as and when called by the office of this Hon'ble Court.

(v) Candidates shall have to furnish information in the application and submit Affidavit/Undertaking **Annexure 'IV'** about his/her previous employment, if any. Previous employment(s) means any employment(s) which candidate already left in Government Departments/ Semi-Government Departments/ Corporations/ Boards. **Annexure 'IV'** will be submitted by the candidate at the time of testimonial checking or as and when called by the office of this Hon'ble Court.

(iv) Reservation for Person with Disabilities will be governed by Rules adopted/framed by High Court amended from time to time.

5. MODE OF SELECTION

Candidates shall be required to take down dictation at the speed of 100 w.p.m. in English Shorthand and to transcribe (word processing test) the same on the computer at the speed of 20 w.p.m. No candidate shall be considered to have qualified the test, if he/she commits more than 4% mistakes. Spread sheet test shall be only qualifying nature, of 10 marks and of 10 minutes duration. To qualify spread sheet test, a candidate shall have to secure 40% or more i.e. 4 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.

All other terms and 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.

6. SPECIAL INSTRUCTIONS

The decision of the Hon'ble Recruitment Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. The Hon'ble

Recruitment Committee may shortlist the candidates at any stage of the recruitment process. No inquiry or correspondence shall be entertained in this regard.

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

No TA/DA shall be paid to the applicants for appearing in the examination and checking of original testimonials/interaction.

7. FOR REGULAR GOVERNMENT EMPLOYEE:

The applicants who are already serving in Government/Semi Government/PSU/Corporations/Boards must submit the original NOC at the time of checking of original testimonials/ interaction, otherwise such candidates would not be taken into consideration for Recruitment purpose and his/her candidature is liable to be rejected out rightly by the Hon'ble Recruitment Committee.

8. E-ADMIT CARD:-

E-Admit Cards of provisionally eligible applicants will be uploaded on the website. Applicants will also receive E-mails/SMS in this regard. The applicants are to download and get print out of their E-Admit Cards by visiting the website www.recruitmenthighcourthd.com again by entering their registration ID and password. **Admit Cards shall not be sent by post.** Mere issuance of provisional E-Admit Card does not imply that applicant has fulfilled all the eligibility conditions given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected, if the applicant is found to be not fulfilling the eligibility conditions at any point of time.

The applicants shall paste his/her photograph, duly attested by a Gazatted Officer/Self-attested on the E-Admit card. The photograph must be same as uploaded by the applicant in his/her online application. In case of non-matching of photograph with the uploaded photograph, applicant will not be allowed to enter the examination centre and no request in this regard will be entertained in any circumstances at that time or anytime later.

09. EXAMINATION FEE (Non-Refundable)

The applicants who have got SC/ST/BC certificate issued by the States of Punjab, Haryana & UT Chandigarh and are also domiciled/ permanent residents of States of Punjab, Haryana and UT Chandigarh shall have to pay an application fee of Rs.250/-. The applicants belonging to Ex-Servicemen and Persons with Disability (PH) categories shall have to pay Rs.250/- . All General Category/other applicants shall have to pay an application fee of Rs.500/-.

- Candidate must pay the fee as per his/her category very carefully. Short payment/ payment of less fee by selecting wrong category shall have the effect of rejection of candidature.

Note:- Application fee shall only be submitted by way of electronic mode given in webportal of www.recruitmenthighcourtchd.com

10. DATE OF EXAMINATION

The exact date will be notified on the official website of the High Court i.e. www.highcourtchd.gov.in and on recruitment cell web portal i.e. www.recruitmenthighcourtchd.com and candidates are advised to regularly visit the website. The examination can be conducted anywhere in the State of Punjab, Haryana and U.T. Chandigarh as per the availability of the Examination Centres.

11. IMPORTANT INSTRUCTIONS

- i)** Applicants are advised to visit the website of Punjab and Haryana High Court and check their E-mail accounts (inbox as well as spam box) regularly for updates regarding exam, Result and other important information. Unnecessary correspondence with Punjab and Haryana High Court should be avoided.
- ii)** A candidate, whether he/she belongs to General or reserve category, can submit only one application for a particular category. In case, more than one application are received, his/her all applications are liable to be rejected.
- iii)** The conditions of employment/service, reservation and all other conditions of recruitment not covered in the above Notice shall be regulated as per the High Court Establishment (Appointment and Conditions of Service) Rules, 1973 as amended from time to time.
- iv)** Merely satisfying the eligibility criteria does not entitle the applicant to be called for examination. **Hon'ble Recruitment Committee reserves the right to alter/modify** or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement and may adopt any criterion for shorting the candidates.
- v)** The certificate for the claim of reservation must be issued by the competent authority. The said certificate must be latest. Candidate besides possessing the relevant caste certificate shall also possess the domicile/residence certificate issued by the competent authority.
- vi)** The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of selection process, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.
- vii)** No TA/DA shall be paid to the applicants for appearing in the exam and checking of original testimonials/interaction.

- viii) Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, thereafter.
- ix) An online application which is incomplete in any respect shall be liable to be rejected summarily.
- x) The venue, date, time of the exam and result will be informed to the candidates on the official website of the High Court www.highcourtchd.gov.in and on recruitment cell web portal i.e. www.recruitmenthighcourtchd.com. **However, it shall be the responsibility of the candidates to keep themselves updated about the same. Punjab and Haryana High Court shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to non visiting of website, where important information regarding different stages in uploading or for getting the E- mail in spam box of email account of the candidate.**
- xi) The original documents shall be produced by the candidates as and when demanded.
- xii) No candidate is allowed in the examination centers with mobile & other baggage material during the examination.
- xiii) The candidature of candidate who conceals any material fact or furnishes any false information may be rejected by the Hon'ble Recruitment Committee at any stage.
- xiv) In case of any discrepancy in advertisement published in various newspapers etc., the content as put on the official website of the High Court www.highcourtchd.gov.in and on recruitment cell web portal i.e. www.recruitmenthighcourtchd.com will prevail.
- xv) Hon'ble Committee reserves the right to conduct the examination anywhere within the jurisdiction of High Court of Punjab and Haryana.
- xvi) Online application form available only on the website of recruitment cell web portal i.e. www.recruitmenthighcourtchd.com of Punjab and Haryana High Court and High Court shall not be responsible for any kind of cheating, phishing and fraudulent activity by illegitimate way on the internet, in respect of online application fee and form.

12. HELPLINE

1.	For any query regarding terms and conditions of Advertisement	0172- 2718123
2.	For any technical query & online payment	9056098143
All working days between 09:30 A.M. to 5:00P.M		

13. HOW TO APPLY ONLINE

GUIDELINES/INSTRUCTIONS RELATING TO ONLINE APPLICATION FORM

Candidates are advised to read the detailed Advertisement before filling up the Application.

Candidates are strictly directed to check whether their Final Online application Status is Completed or Pending by login on the link i.e. <http://www.recruitmenthighcourtchd.com>, after completion of online Registration.

(A) Pre-Requisites for Online Registration

Applicants are required to have a valid personal active E-mail ID as all the information regarding recruitment process will be sent on their recorded E-Mail ID throughout the process. Applicants must give a valid Mobile number, as all the SMSs during the process will be sent on that number.

Applicant must ensure that he/she has scanned image files of his/her **latest passport size coloured PHOTOGRAPH (Size 100 x 120 pixels) & SIGNATURE (Size 160 x 70 pixels) with clear background** in PC/Pen-drive/other soft media for immediate uploading it to the website alongwith application data.

Applicants are advised not to change their Mobile number/E-mail ID which they mentioned at the time of Registration. Applicants are also advised not to give mobile number/E-mail ID of unknown person/stranger to avoid any future complication. S.S.S.C. shall not be responsible in any manner for non delivery of SMS at any stage either due to switching off of mobile phone or if the same is out of coverage area or is out of order due to some technical fault on the part of candidate or its service provider. It shall be responsibility of the candidate to update himself/herself by visiting www.recruitmenthighcourtchd.com and by checking his/her email Account/SMS regularly for important notifications.

(B) Registration Step I:

- i.** Applicant can apply through online from anywhere where there is an access to the internet.
- ii.** Open registration form available only on the website of recruitment cell web portal i.e. www.recruitmenthighcourtchd.com of Punjab and Haryana High Court by clicking at the button **Sr. Scale Stenographer**.
- iii.** Click on the button Online Registration for new user. Fill the registration form with all the required details.
- iv.** Every successful registration will be allotted a unique Registration ID and Password, which will be intimated to the applicant by way of e-mail on recorded Email ID as well as by SMS on his/her mobile phone. Applicants should ensure that Registration ID and Password have been delivered on mobile phone as well as on given E-mail ID. After getting the Registration ID and Password, applicant will be redirected to online payment page showing user details and application fee depending upon his/her category. By clicking on submit button, the applicant will be redirected to online payment gateway page. Candidates opting to pay through Card, Internet Banking and UPI facility will be directed to their respective sites. Follow instructions/steps on the respective sites. Candidate will

receive SMS and Email after successful payment of his/her respective fee on registered Mobile No. and Email. Thereafter, Candidate will be redirected to Registration Step-II. If at any stage, online payment is not successful, then candidate need not apply for New Registration. Candidate can again pay his/her Examination fee and complete the pending online registration process by login through Registration ID and password on Login page, already intimated through email and SMS.

If transaction of applicant is successful on Payment Gateway site, but the transaction gets terminated before returning back to Registration Step-II, due to connectivity issues etc., in such a scenario, application remains incomplete due to non-completion of transaction cycle and the candidate is required to complete the pending online registration process by login through Registration ID and password on Login page.

Applicants are advised in their own interest to apply online much before the closing dates and not to wait till the last date for completion of online Registration to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam. Punjab and Haryana High Court shall not be responsible, if any applicant fails to apply or complete the Registration process due to aforementioned reasons. The cut-off date to apply for the post is sacrosanct, relief to the candidate to apply after cut-off date will not be granted under any circumstances.

(C) Registration Step II

- i) After depositing the fee, applicant will be redirected to Registration Step-II.
- ii) Candidate must upload his/her photograph, signature, thumb impression and all other information as required in the online Registration Step-II Form. He/she should upload latest passport size coloured photograph (not more than three months old) & signature (on white background with dark black ball pen). For details, please refer to Guidelines for Uploading Photograph, Signature and Thumb Impression available on the website of recruitment cell web portal i.e. www.recruitmenthighcourtchd.com of Punjab and Haryana High Court. Any application without uploading proper photograph, signature and thumb impression will be summarily rejected. The applicants must retain five copies of the photograph uploaded with the Application Form, with them as the same shall be required at the time of exam at later stages. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law. IP address of the computer system accessing the online application form shall be noted for security purposes.

iii) After doing so, applicant will have the 'Preview' of the filled form. Applicant can edit/correct the information filled in Step II, at that time. Candidates are advised to check the information filled by them carefully before final submission of their application i.e. at the time of clicking on the button "LOCK & SUBMIT". If the information entered is correct, **APPLICANT SHOULD CLICK ON "LOCK & SUBMIT" BUTTON TO COMPLETE HIS/HER REGISTRATION PROCESS AND TO VIEW HIS/HER ONLINE APPLICATION FORM. THE APPLICANT WILL RECEIVE AN E-MAIL/SMS IN THIS REGARD. APPLICANT SHOULD TAKE A PRINTOUT OF HIS/HER 'ONLINE APPLICATION FORM' FOR FUTURE USE AND RECORD.**

iv) The applicant must carefully check the information before locking and submitting the same. Applicant will be responsible for any mistake made by him/her in the online application form and Punjab and Haryana High Court shall not be responsible or liable in any way. However, **if by mistake an applicant fills in wrong data in the Application Form, then there is a provision to modify/edit only certain information(i.e. Gender, Signature, Photograph, educational qualification Details in the application form only once by entering his/her registration ID and Password & after following the given instructions before the closing date of application. Thereafter, no modification will be permitted and the applicant will not be having an option to edit his/her application data again.** Any information submitted by an applicant in his/her application will bind the applicant personally and if found to be false, he/she shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.

v) Thereafter, scrutiny of applications will be done and eligibility of applicants shall be determined.

Note :- All the steps i.e Registration Step-I, deposit of online fees and Registration Step-II are compulsorily required to be completed within the prescribed period as aforementioned, failing which the candidature of the applicant will not be accepted.

Your Application will not be treated as finally submitted unless and until it is available under the link "Check Application Status" before the closing date and time of apply of online application form. Please retain a print out of your finally submitted online application containing Basic details, photo, sign & educational details generated after completion (i.e. Lock & Submit) of Registration Step-II as a proof of submission of your application to the High Court, whenever required.

Sd/-
OSD RECRUITMENT
Punjab and Haryana High Court
Chandigarh.

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 to me.

Dated:

Signature

Name
(in block letters)

Father's Name
(in block letters)

Post Applied

“FORWARDING LETTER /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)

I, Undersigned hereby forward the original application form of Sh./Ms. _____
 _____ Son/Daughter/Wife of Shri _____ for the post of
 Senior Scale Stenographer on the Establishment of Punjab and Haryana High Court,
 Chandigarh (Employment Notice No. 2 - HCRC-SSS/2021) and further has got no
 objection if he/she appears in the test. 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: _____

No. _____ 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 '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:-

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:-