

APPLICATION FOR THE POST OF STENO TYPIST

(To be filled in by the Applicant in his/her own handwriting.)

Latest passport
size coloured
photograph duly
attested by
Gazetted Officer

Note:- ❖ No column shall be left blank.

1. Name of the Candidate
(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 -----
(Attach self attested
copies of the certificate)
(Day) / (Month) / (Year)

Age as on 15/01/2020

(_____ Years, _____ Month, _____ Days)

7. Gender -----
8. Educational Qualification; Matric onwards (Attach self attested copy of DMC and Degree)

Exam Passed	Stream in Graduation	Name of University	Date of Passing (as given in DMC)	Percentage of marks obtained*

9. Write name(s) of higher qualification if any (No document be attached) -----

10. (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)

11. (a) Whether Applicant is in employment of Govt Deptt/ Semi-Govt. Deptt / Corporations/ Boards?
(Write Yes or No)

(b) If yes, Whether duly authenticated NOC (Annexure-II) issued by the Head of the Department is attached?
(Write Yes or No)

12. (a) Whether the Applicant had previously served in any Govt. Deptt./ Semi Govt. Deptt. /Board/ Corporations?
(Write yes or No)

(b) If yes, whether Annexure III is attached?

13. (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)

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 discharged, removed,
dismissed or dispensed from
service of Govt. Department/
Organization of Repute ? (Write
Yes or No)

(b) If yes, give details

16. Any other information etc.

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

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

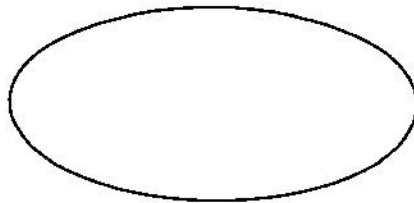
Dated:- -----Amount-----

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

DECLARATION BY THE APPLICANT

I solemnly declare that the particular(s) / information (s) given by me in Column Numbers 1 to 17 above are true and correct to the best of my knowledge 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 or appointment (if so made) be treated as cancelled / terminated and I shall not claim anything on the basis thereof.

Dated:-
Place:-



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

(Signature of Applicant)

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/Semi-Government Department or in any Board/Corporation)

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 Steno typist 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 departmental
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:-