

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

Applications on prescribed format and annexure (attached hereinafter) are invited for filling up of 20 (General-16, SC/ST/BC-02, Ex-Servicemen-01 and Persons with Disability i.e. Lower Limb Disability -01) vacant posts of Steno Typist on the Establishment of Punjab and Haryana High Court, Chandigarh by way of direct recruitment through a competitive examination. Number of vacancies may be increased or decreased without any prior notice. Duty hours of the selected candidates may extend beyond normal working hours and even at odd hours without any extra payment or allowances. The selected candidates shall be subjected to medical tests as may be prescribed.

Pay:-

1.	Pay Scale	As per Schedule-I of High Court Establishment (Appointment and Conditions of Service) Rules, 1973, the pay scale attached with the post of Steno Typists on the Establishment of this Hon'ble Court is ₹ 10300-34800 P.B.+ 3200 G.P.	
2.	The Salary/Fixed Emoluments to be paid the selected candidates in the light of Punjab Government Letter No. 7/204/2012-4F.P.1/66 dated 15.01.2015.	(i)	Minimum of the Pay Band of the post and T.A. only during probation period as prescribed in High Court Establishment (Appointment and Conditions of Service) Rules, 1973.
		(ii)	After successful completion of the probation period, the directly recruited Steno Typists will be entitled to receive the salary equivalent to the minimum of the pay band of that post including grade pay and all other allowances
		(iii)	The period of probation including extended period of probation, if any, will not be counted (in service tenure) in the time scale of pay.
		(iv)	If the employee was already working with the Government of Punjab, meaning thereby, if he is having any lien on any post then during the period of probation of the new post, he will be entitled to receive the pay of the previous post on which he is having a lien. However, as per the decision dated 20.05.2019 of Hon'ble Administrative Committee of this Court, the benefit of this clause be also extended to the employees coming from the state of Haryana and other states through



			proper channel under direct recruitment quota on the establishment of this Court.
		(v)	However, 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 employee 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.

**Qualification:-**

2. The minimum qualification for the post is Graduation or equivalent thereto from a recognized University and has proficiency in operation of computers (Word processing and Spread sheets).
3. 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.
4. Candidates must possess requisite qualification(s) as on cut off date i.e 15/1/2020.

**Age:-**

5. The minimum and maximum age limit as on 15/1/2020 for the candidates shall be 18 years and 30 years respectively for all categories. However, the age relaxation for SC/ST/BC, Physically Handicapped, Ex-Servicemen and Government Employee Categories is as under:-

- |     |                        |  |
|-----|------------------------|--|
| 01) | SC/ST/BC               | 3 years  |
| 02) | Physically Handicapped | 10 years over and above the prescribed upper age limit.      |
| 03) | Ex-Servicemen          | By number of years equal to his defence service plus 3 years |



**Reservation:-**

6. 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".
7. 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 Affidavit/Undertaking Annexure 'I'
8. Benefit of reservation under Ex-Servicemen (ExSM) category is available only to Ex-Servicemen (ExSM) themselves and not to their dependents. They shall have to submit alongwith application form self attested complete copy of discharge book, otherwise no benefit of reservation would be given.
9. Reservation for Person with Disabilities (Physically handicapped) will be governed by Rules adopted/framed by High Court amended from time to time and the relevant provision of law.
10. The Category once specified/selected in the application form will not be allowed to be changed on any ground.

**Application Fee:-**

11. 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 ₹250/-. The applicants of Ex-Servicemen and Physically Handicapped categories shall have to pay ₹250/-. All General Category/ others applicants shall pay an application fee of ₹500/-. The fee shall be payable only by way of Demand Draft/ Postal Order payable



at Chandigarh in favour of Registrar General, High Court of Punjab and Haryana, Chandigarh.

12. Payment of lesser fee/ charges on whatsoever ground, will lead to rejection of the application. No request for subsequent payment of application fee will be entertained.

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

14. The candidates must submit their applications on the prescribed format only. Application forms on any other format will not be accepted.

**Selection Criterion:-**

15. Candidates shall be required to take down dictation at the speed of 80 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 6% mistakes (of the dictated passage). 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.

16. The transcribed answer sheet will be evaluated by applying following criterion which was duly approved by Hon'ble Recruitment Committee.:-

Mistakes: The Following mistakes are treated as mistakes:-

- (a) The transcribed /typed passage shall be exact replication of the dictated passage except to the extent the deviations specifically allowed hereinafter.
- (b) Every omission of word, mark or figure including omission of a definite or indefinite article. In case a group of words is omitted, mark as many mistakes as the actual number of words omitted.
- (c) Every substitution of a wrong word or figure. The number of mistakes will be equal to the number of words/ figures dictated which have been replaced/ substituted by other word(s)/ figure(s).



- (d) Every addition of word or figure or group of words or figures not occurring in the passage dictated.
- (e) Mis-spelling including transposition of letters in a word and also omission of a letter or letters from a word.
- (f) Wrong use of capital or small letters.
- (g) Paragraphs (omitted or added) in passage against the dictation given.
- (h) Space in the middle of a word e.g 'something' typed as ' some thing' etc.
- (i) Lack of space between words.
- (j) Arbitrary abbreviation of words.
- (k) Handwritten addition/corrections.

Note:

- (i) More than one error in a single word. All the errors are counted but the total mistakes counted in a single word should not exceed one mistake.
- (ii) Mistake of putting sub rule or sub section without bracket or with bracket and in small or capital letters with hyphen or no hyphen will also be ignored.
- (iii) Substitution of currency value with words or figures will also be ignored. For example Rs.7000/- or Rs Seven Thousand or with Unicode symbol of ₹
- (iv) Substitution of the way of writing dates will be ignored. For example:- 12/4/1999 or 12.04.1999 or 12-04-1999 or 12<sup>th</sup> April, 1999 or April 12,1999.
- (v) Evaluator in his discretion may treat any word as mistake if found to be incorrectly typed as per common sense and standard practices of Stenography, provided the same formula is uniformly applied to all the candidates.

Last Date:-

17. The last date for determining permissible age and other eligibilities in all respect shall be 15/1/2020.

18. The eligible candidates shall submit their applications on the prescribed Performa duly filled alongwith annexure, original Demand Draft / Indian Postal Order as application fee and all requisite documents in the Coordination Branch (Receipt and Despatch) of Punjab and Haryana High Court, Chandigarh-160001 on or before 15/1/2020 up to 5.00 p.m. The envelope should be super-scribed with the words " Application Form for the post of "Steno Typist". The applications can also be sent by registered post, at own responsibility, so as to reach office before closing hours of the last date fixed. 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.

19 No application submitted in contravention of terms of Detailed Employment Notice and/or incomplete in any manner shall be entertained. No correspondence in this regard will be entertained.

**Other Important Instructions:-**

20 Candidates who are working in Government Departments/Semi-Government Departments/Corporations/Boards are required to route their application through proper channel, on given format of application form alongwith Demand Draft/ IPO, requisite documents and Annexures, Forwarding letter/ No Objection Certificate (Annexure-II) issued by respective head of the Department. The employees who are working on contract or adhoc basis are not considered as Government Employee and they shall apply as non-departmental candidates. Any application received without Forwarding Letter/ No Objection Certificate will be treated as of non-departmental candidate. High Court shall not responsible for delay or otherwise by the department. However, the High Court reserves the right to seek NOC (Annexure II) from the Department at the time of offer of appointment.

21. Candidates shall have to furnish information in the application and submit Affidavit/Undertaking Annexure 'III' about his/her previous employment, if any. Previous employment(s) means any employment(s) in Government Departments/Semi-Government Departments/Corporations/Boards which candidate already left

22. Candidates shall have to furnish information in the application and submit Affidavit/Undertaking Annexure 'IV' 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.

23. The admission of the candidates at all stages of the recruitment processes will be purely provisional and subject to satisfying all the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any



time during, before or after the recruitment process it is found that any candidate does not fulfill any of the eligibility conditions his/her candidature shall stand cancelled without any notice. The candidates shall produce all the documents in support of the particulars mentioned/information given in the application form and not the vice-versa. Information given in the application form is treated as final and binding so far as candidates are concerned. No document subsequently submitted or created will be considered. No variation or explanation will be entertained.

24. Candidates should ensure that they fulfill all the eligibility conditions for admission to the examination as on the last date of submission of application.

25. Candidates shall fix his/her latest photograph and shall appear in the exam in the same appearance otherwise candidature may be rejected in case of dispute of identity.

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

27. No TA/DA will be paid to the candidates appearing for the test.

28. Acceptance of submitted application does not imply that candidate has fulfilled all the eligibility criterion. The application/ information shall be subject to subsequent scrutiny. Application can be rejected at any point of time, if found to be not fulfilling the eligibility criterion.

29. 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.

30. All announcements regarding this recruitment process will be notified on the official website of this Court ([www.highcourtchd.gov.in](http://www.highcourtchd.gov.in)) . The candidates are advised to keep on visiting the official website of this Court. 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.

 11.12.2019  
Registrar Recruitment

**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

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

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

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

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

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

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

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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)

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

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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)

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

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15. (a) Whether applicant has ever been discharged, removed, dismissed or dispensed from service of Govt. Department/ Organization of Repute ? (Write Yes or No)

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(b) If yes, give details

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16. Any other information etc.

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

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

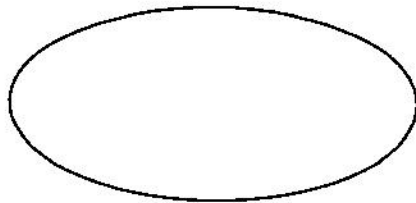
Dated:- -----Amount-----

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:-