

**CENTRAL RECRUITMENT AGENCY
HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH**

EMPLOYMENT NOTICE

No. 12S/CRA/PB/2014

Dated:- 31.08.2014

Candidate can apply online from	:	04.09.2014
Last date/time for Registration Step I	:	23.09.2014 11:59 P.M.
Last date/time for Registration Step II	:	25.09.2014 11:59P.M.
Last date for receipt of application fee	:	25.09.2014 (within Banking Hours)
Last date for editing of applications	:	25.09.2014 11:59 P.M.

1. The Central Recruitment Agency, on behalf of the District and Sessions Judges of the State of Punjab, invites online applications at www.recruitmenthighcourtchd.com for filling up vacant posts of Stenographer Grade III in Subordinate Courts of Punjab as per details given below:-

Name of Post	Total number of vacancies	Pay scale
STENOGRAPHER GRADE III	269 (The number of vacancies may be increased or decreased without any notice)	Rs. 5910-20200 + Rs.2800/- Grade Pay

The reservation for different categories will be regulated as per the provisions of the Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules 1997 as amended from time to time.

2. AGE:-

Age limit for the post of Stenographer Grade III category wise, as on 01.01.2014 will be as under:-

Sr. No	Category	Minimum Age Limit	Maximum Age Limit	Remarks
1.	General	18	38	--
2.	SC of Punjab	18	43	--
3.	BC of Punjab	18	43	--
4.	Ex-servicemen of Punjab	18	Ex-servicemen of Punjab Domicile shall be allowed to deduct the period of his service in the Armed Forces of Union from his actual age and if the resultant age does not exceed the maximum age limit by more than 3 years, he shall be deemed to satisfy the condition regarding age limit.	
5.	Widow, woman legally separated, deserted from husband for more than two years, where husband has been ordered by civil or criminal court to pay maintenance to her, whose husband has remarried, wife of serving	18	40	

	while in military service.			
6 (a)	PHC of Punjab	18	48	-
6 (b)	PHC (SC) of Punjab	18	53	-
6 (c)	PHC (BC/OBC) of Punjab	18	53	
7.	In Service Employees	18	45	In the case of persons already in the employment of the Punjab/Haryana Govt. other State Govt. or the Govt. of India, High Court, other Subordinate Courts and UT. Chandigarh

3. QUALIFICATION

The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and must have proficiency in operation of computers (word processing and spread sheets).

The applicant should fulfill the condition of qualification on the last date of receipt of applications i.e.25.09.2014 (last date of Registration step-II).

4. DISQUALIFICATION

No Person:-

- Who has entered into or contracted a marriage with a person having a spouse living or;
- Who, having a spouse living has entered into or contracted a marriage with any person.

shall be eligible for appointment to the service.

Provided that the High Court, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage may exempt any person from the operation of this rule.

5. MODE OF SELECTION

The applicant shall have to pass a test at the speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same on computer. He/she shall also have to qualify Computer Proficiency Test (Word Processing and Spread Sheets) which is mandatory but the marks of this Test would not be counted towards the final merit as it is of qualifying in nature.

The number of candidates as decided by Hon'ble Central Recruitment Committee, who qualify the shorthand test as well as Computer Proficiency Test will be called for checking of original testimonials/interaction.

Thereafter, Select List of the qualified candidates will be prepared strictly on the basis of merit in the shorthand test. Name of candidate(s) higher in merit would be recommended for appointment as per the number of vacancies to be filled.

5. SPECIAL INSTRUCTIONS

The decision of the Hon'ble Central 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 Central Recruitment Committee may shortlist the candidates at any stage of the recruitment process on the basis of some criteria. No inquiry or correspondence shall be entertained in this regard.

6. HOW TO APPLY ONLINE

The online registration/filling of application forms by the applicants will consist of two steps.

- (i) **Registration Step I:**
Applicant will get his/her Registration ID and password and will print 'Cash Deposit Receipt' for deposit of fee in the designated bank (State Bank of India).
- (ii) **Registration Step II:**
Applicant to fill the remaining particulars i.e uploading of photograph/signature, qualification and fee payment details in the form, then to "LOCK & SUBMIT" the application form.

The detailed steps for Registration are given below:

(A) Pre-Requisites for Step I:

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. In case an applicant does not have a valid personal E-mail ID, he/she should create his/her new E-mail ID before applying online and must maintain that E-mail account, throughout the selection process. Applicants must give a valid Mobile number, as all the SMSs during the process will be sent on that number. Applicants are advised not to give mobile number of unknown person/stranger to avoid any future complication. Central Recruitment Agency shall not be responsible in any manner for non delivery of SMS at any stage either due to switching 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/her self about the process by visiting the website of Central Recruitment Agency regularly.

(B) Registration Step I:

- i. Applicant can apply online form anywhere at home, at any place where there is an access to the internet.
- ii. Open registration form available on the site www.recruitmenthighcourtchd.com by clicking at the button 'Punjab' and link for the post of 'Stenographer Grade III' he/she wants to apply.
- iii. 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 mobile phone. Applicants should ensure that Registration ID and Password has been delivered on mobile phone as well as on given E-mail ID. In case of non receipt of Email/SMS within reasonable time, applicants should contact on technical helpline numbers 08699002541, 8699002542 or 09316632845. After getting the Registration ID and Password, applicant must take a print out of the 'Cash Deposit Receipt' in "Landscape orientation'. Applicant should also save 'Cash Deposit Receipt' as PDF file for future reference.
- v. Applicant has to take along this printed 'Cash Deposit Receipt' to any Branch of State Bank of India for deposit of fee in cash only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching the branch of State Bank of India will ask for depositing the fee under screen 8888 (fee type-21). No other mode of payment of fee is admissible.
- vi. The applicant who completes Registration Step-I, should approach Bank authorities for deposit of fee only after 4 hours from the time of the Registration Step-1.
- vii. After depositing the fee in the Bank, applicant will get a Unique Transaction No./Journal No. from the Bank, which is required to be updated by applicant on website at the time of Registration Step-II.
- viii. In case an applicant fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.

(C) Pre-Requisites for Step II:

Before proceeding to Step II, applicant must ensure that he/she has a scanned image files of his/her latest passport size **PHOTOGRAPH (Size 100 X 120 pixels)** & **SIGNATURE (Size 160 X 70 pixels)** in PC/Pen drive/other soft media and application fee remittance/deposit details (Transaction details such as Unique Transaction No./Journal No., Branch name and Code etc.) for immediate uploading it to the website alongwith application data.

(D) Registration Step II:

- i. After depositing the fee in the Bank, applicant will Login on the website again by making use of Registration ID and Password as provided in first step for online Registration. Applicant should fill in the Fee Payment details i.e. Transaction No./Journal No., bank and branch name, branch code, date of payment. The TRANSACTION NO./JOURNAL NO. given by the BANK is to be a SEVEN OR EIGHT DIGIT NUMERIC CHARACTER, which is to be filled in Transaction No./Journal No. field.

Considering the All India spread of the SBI, there is a possibility of writing of Transaction No./Journal No. on the 'Cash Deposit Receipt' by the bank staff variously as TID-0012121212 OR J-0012121212 OR 0012121212 etc. (If in eight digit) OR as TID-001212121 OR J-001212121 OR 001212121. (if in seven digits.) APPLICANT SHOULD FILL IN ONLY THE LAST 7 OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES, In the above two cases, fill the Transaction No./Journal No. as 12121212 or 1212121.

- ii. Candidate must upload his/her photograph, signature and all other information as required in the online Registration Step II Form. He/she should upload latest passport size photograph (not more than three months old) & signature (on white background with dark black ball pen). For details please see Guidelines for Uploading Photographs and Signature available on the website www.recruitmenthighcourtchd.com. Any application without proper photograph and signature upload will be summarily rejected. The applicants must retain three copies of the photograph uploaded with the Application Form, with them as the same shall be required at the time of test 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 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 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 Central Recruitment Agency 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 certain information in the application form only once by entering his/her registration ID and Password & after following the given instructions. Thereafter, no modification will be permitted and the applicant will not be having the 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. After successful re-conciliation of fee with the bank, applicant will receive Email/SMS on his/ her mobile phone. The lists of the applicants whose fee is reconciled will also be available on website www.recruitmenthighcourtchd.com for reference of the applicants after closure of Advertisement. Thereafter, scrutiny of applications will be done and eligibility of applicants shall be determined.
- vi. **FOR REGULAR GOVERNMENT EMPLOYEES:** The applicants who are already serving in Government/ Semi Government/PSU/Corporation/Boards must send hard copy (Download from Website) of his/her application to the Assistant Registrar, Central Recruitment Agency, Punjab and Haryana High Court, Chandigarh through Proper Channel. Such application must reach Central Recruitment Agency within in ten days from last date of Registration Step-II, till 5 P.M. In case, hard copy is not received by due date, the soft application of such candidates would not be taken into consideration for Recruitment purpose and his/her candidature is liable to be rejected. In alternative such candidates should furnish written permission from their Head of Department or present employer to appear in competitive exam before he/she is allowed to sit there in.
- vii. **E-ADMIT CARD:-** Thereafter, E-Admit Cards of provisionally eligible applicants will be uploaded on the website and the applicants will also receive E-mails/ SMS in this regard. The applicants are to download and print their e-admit cards preferably in coloured format by visiting the website www.recruitmenthighcourtchd.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 will require pasting his/her photograph, duly attested by a Gazatted Officer, 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 pasted 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.**
- viii. Applicants are advised to visit the website of Central Recruitment Agency and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Central Recruitment Agency should be avoided.

7. EXAMINATION FEE (Non-Refundable)

Sr. No.	Category	Amount(in Rupees)
1	General	500/-
2	SC/BC/ESM of the State of Punjab	125/-
3	Reserved categories of the other States	500/-
4	PHC of Punjab	As per their original category

Requisite fee must be deposited on or before the last date and time fixed for the purpose. The applicants have to deposit the requisite fee by way of 'Cash Deposit Receipt', printed after completion of Step-I of registration, in any Branch of State Bank of India only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching State Bank of India Branch will ask for depositing the fee under Screen 8888(Fee Type-21). No other mode of payment of fee is admissible. The fee once paid will not be refunded in any case. The applicant must retain the 'Cash Deposit Receipt' in original for future use.

8. DATE OF EXAMINATION

The test is likely to be conducted in the month of October/November, 2014. The exact date will be notified on the website of Central Recruitment Agency (www.recruitmenthighcourtchd.com) and candidates are advised to regularly visit the website.

9. LAST DATE TO APPLY

The applicant who fulfills the prescribed educational qualification and other eligibility conditions may register for Step I from 04.09.2014 to 23.09.2014 upto 11:59 P.M. Thereafter Step I Registration will be closed. The applicant, who completes Step I registration should go to Bank for deposit of fee only after 4 hours from the time of Registration Step-I. However, the requisite fee can be deposited within Banking Hours only. Last date/time for completing the registration Step-II is 25.09.2014 upto 11:59 P.M.

Applicants are advised in their own interest to apply online much before the closing dates and not to wait till the last date for depositing the fee and completion of Registration Step-II to avoid the possibility of disconnection/inability /failure to log on the website on account of heavy load on internet /website jam. Central Recruitment Agency shall not be responsible, if any applicant failed 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.

10. IMPORTANT INSTRUCTIONS

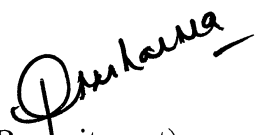
- The application can be submitted through online mode only.** No other means/ mode of submitting applications will be accepted or entertained in paper form, which is sent to the Central Recruitment Agency directly except in case of 'Government employees'. The applicants have to deposit the requisite fee by way of

‘Cash Deposit Receipt, printed after completion of step-I of registration, in any Branch of state Bank of India only. **Fee sent by any other mode i.e. Cheque/Draft will not be accepted.**

- ii. The conditions of employment/service, reservation and all other conditions of recruitment not covered in the above Notice shall be regulated as per the instructions of the Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 as amended time to time.
- iii. The benefit of relaxation in age, fee and reservation will not be extended to the applicants of reserved category of other States (except age relaxation to Govt. employees as provided in Rules)
- iv. Merely satisfying the eligibility criteria does not entitle the applicant to be called for test. Hon’ble Central 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.
- v. The certificate for the claim of reservation must be issued by the competent authority. The said certificate must be latest.
- 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 test and ever after the completion of selection process, if 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 test 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. **HELPLINE:-** For any technical help regarding the filling of the online Application form, the applicant can call at **Helpline numbers 08699002541 or 08699002542 or 09316632845** from 04.09.2014 to 25.09.2014 between 10:00 A.M. to 5: 00 P.M. For any other query regarding terms and conditions of Advertisement, applicants can call at Phone No.0172-6607239 of Central Recruitment Agency on all working days between 10:00 A.M. to 5:00 P.M.
- x. An online application which is incomplete in any respect shall liable to be rejected summarily.
- xi. The venue, date and time of the shorthand test will be informed on the website **www.recruitmenthighcourtchd.com**. Email/SMS will also be sent to the candidates in this regard. They are advised to visit website of Central Recruitment Agency and to check their Email (inbox as well as spam box)

regularly. However, it shall be the responsibility of the candidates to keep them updated about the same. Central Recruitment Agency shall not be responsible in any manner in case, candidate could not appear in the test/any other stage due to non visiting of website, where important information regarding the different stages in uploading/ or for getting the E-mail in spam box of email account of the candidate.

- xii. The result will be displayed on websites www.recruitmenthighcourtchd.com and www.highcourtchd.gov.in.


O.S.D.(Recruitment)
Punjab and Haryana High Court,
Chandigarh.