

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
Detailed Employment Notice for the Posts of Peon

Employment Notice No.: 01/Peon/HC/2024

Dated: 25/08/2024

Candidates can apply online From	25/08/2024	11:59 P.M.
Last date/time for Online Registration	20/09/2024	11:59 P.M.

To fill up 300 vacant posts of Peon on the establishment of Punjab and Haryana at Chandigarh, online applications from eligible candidates are invited up to 20/09/2024 as per details given below:

<u>NAME OF THE POST</u>	<u>TOTAL NUMBER OF VACANCIES (300)</u>
PEON	General Category :- 243
	SC/ST/BC:- 30
	Ex-Servicemen:- 15
	<u>Persons with Disabilities</u>
	Lower Limb Disability:- 3
	Upper Limb Disability:- 3
	Impaired hearing:- 2
	Low Vision:- 2
	Intellectually Disabled/ challenged (MILD IQ):- 2

Note: The number of vacancies may increase or decrease depending upon the number of vacancies as on the date of preparation of merit list. However, number of candidates to be recommended will be decided by the Hon'ble High Court.

The pay and allowances of the selected candidates will be governed as per the latest applicable rules and instructions issued by the Government of Punjab and adopted by the Hon'ble High Court of Punjab and Haryana for its employees.

1. AGE

The age of candidates for all the categories should not be less than 18 years and more than 35 years as on 20/09/2024. However, for the candidates belonging to following categories, upper age limit shall be relaxed as follows:-

1.	Persons with Disability	10 years above the prescribed upper age limit.
2.	Ex-servicemen	By number of years equal to his defense service plus 3 years

2. QUALIFICATION

Minimum Middle Standard and maximum 10+2 from recognized School Education Board/recognized School. Candidates having qualification higher than the maximum prescribed above shall not be eligible for direct recruitment.

The candidates should fulfill all eligibility conditions of age, qualification etc. on the last date of online submission of application i.e. 20/09/2024.

3. DETAILS OF FEE (Payable Online and Non-Refundable)

Sr. No.	Category	Application Fee
1.	General and SC/ST/BC of areas/States other than Punjab, Haryana and U.T. Chandigarh	700/-
2.	SC/ST/BC of areas/States of Punjab, Haryana, and U.T. Chandigarh	600/-
3.	Ex-servicemen	600/-
4.	Persons with disabilities (PWD)	600/-

There shall be no application fee for the candidates who are dependents of the Ex-Servicemen, who are disabled/deceased during the active operation, provided that such candidates upload requisite document in proof of their claim at the time of filling online application form and also produce it in original at the time of their testimonials checking.

4. RESERVATION

Benefit of SC/ST/BC reservation and fee relaxation shall be available only to those who have got SC/ST/BC certificate issued by the State of Punjab or Haryana or U.T. Chandigarh and are also domiciled/permanent residents of these States/U.T. Chandigarh. All SC/ST/BC category candidates of other areas/states shall be counted in General Category.

Benefit of reservation under Ex-Servicemen category shall be available only to Ex-Servicemen themselves and not to their dependents. They shall have to submit application form along with self-attested complete copy of their discharge book at the time of testimonials checking or as and when called by Hon'ble High Court.

5. (i) Candidates shall have to submit the printout of their application form along with supporting documents (i.e. proof of Qualification, Date of Birth, reservation certificate etc.) at the time of testimonials checking or as and when called by Hon'ble High Court

(ii) Candidates belonging to BC Category shall ensure that they fulfill necessary conditions as to exclusion of 'Creamy Layer' as per Rules applicable in their

respective States and shall, besides production of latest BC certificate, have to furnish requisite undertaking on format Affidavit/Undertaking (**Annexure-I**) appended with detailed employment notice/advertisement, at the time of testimonials checking or whenever asked by the authorities.

(iii) Candidates, who are working in Government Departments/Semi-Government Departments/PSU/Corporations/Boards, shall have to submit Forwarding Letter/No Objection Certificate on format (**Annexure-II**) appended with detailed employment notice/advertisement, issued by respective head of the Department, at the time of testimonials checking or as and when called by the Hon'ble High Court. The employees who are working on contract and adhoc basis are not considered as Government Employees and they shall apply as non-departmental candidates.

(iv) Candidates shall have to furnish information in the online application form about any of their close relative working in the Establishment of the High Court or any Subordinate Court in the States of Punjab, Haryana and U.T. Chandigarh and submit undertaking on format Affidavit/Undertaking (**Annexure-III**) appended with detailed employment notice/advertisement. The close relative means Husband, Wife, Father, Father-in-Law, Mother, Mother-in-Law, Brother, Brother-in-Law, Sister, Sister-in-Law.

(v) Candidates shall have to furnish information in the online application form and submit undertaking on format Affidavit/Undertaking (**Annexure-IV**) appended with detailed employment notice/advertisement about their previous employment, if any, at the time of testimonials checking or as and when called by the High Court. Previous employment(s) means any employment(s) which candidate had already left in Government Departments/ Semi-Government Departments/ Corporations/ Boards before filling up the online application form.

(vi) Candidates shall have to furnish an affidavit / undertaking (**Annexure-V**) at the time of their testimonials checking or as and when called by Hon'ble High Court to the effect that their qualification is not more than (10+2) on the last date of filling up the application form and in case of concealment regarding above fact by any candidate, he/she shall be liable for criminal action and for termination from service, if he/she gets finally selected.

(vii) All the original documents i.e. Qualification Certificates, Date of Birth Certificate, Caste Certificate, No Objection Certificate etc. will be checked at the time of testimonials checking or as and when called by Hon'ble High Court.

(viii) Candidates are requested to keep printouts of their application form

along with all the relevant documents (i.e Age, Qualification, date of birth, NOC, Caste Certificate etc.) after completing the process of online submission of application form as these will be required at the time of Testimonials checking or as and when called by Hon'ble High Court.

6. FOR REGULAR GOVERNMENT EMPLOYEES

The candidates, who are in the service of Government/Semi Government/PSU/Corporations/Boards etc. at the time of applying for the post of peon, are required to obtain No Objection Certificate from their Head of office or Department and keep it with them. If any candidate fails to produce the No Objection Certificate at the time of Testimonials checking or as and when called by Hon'ble High Court then the candidature of such candidate shall stand cancelled.

7. SPECIAL INSTRUCTIONS

The decision of Hon'ble High Court in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode/criteria for selection etc. shall be final and binding on the candidates. The Hon'ble High Court may shortlist the candidates at any stage of the recruitment process as per the requirement. No inquiry or correspondence shall be entertained in this regard.

The particulars mentioned/ information given in the application form will be treated as final. Candidates will have to produce testimonials in support of given particulars/information. Failure to produce supportive testimonial(s) and/or to substantiate particulars/ information will lead to rejection of candidature. No variation in this regard will be either accepted or allowed to be explained.

8. MODE OF SELECTION

All the candidates applying for the post of peon shall have to firstly appear in the written test of 100 Marks comprising of 50 multiple choice questions (2 marks each) pertaining to general knowledge, general awareness, current affairs and numerical ability with no negative marking. The question paper will be set in English, Hindi and Punjabi language. The duration of test will be of 90 minutes. Minimum 50% marks by candidates belonging to general category and minimum 45% marks by candidates belonging to reserved categories shall be required for being considered to appear in next stage of the recruitment process.

After the written test, candidates equivalent to 10 times (category wise), except PWD category, of the advertised vacancies, in order of their merit in written test, would be called for Physical Endurance Test which shall be only qualifying in nature. This test shall consist of three activities namely 800 meter race, long jump and high

jump. The criteria for conducting the physical endurance test shall be as follows:

Physical Endurance Test							
Race (Qualifying only)	Distance (In Meters)	Qualifying Parameter in seconds as per age					
		18-30 years	30-35 years	35-40 years	40-45 years	45-50 years	50 years and above
Male candidates	800m	270 sec.	310 sec.	350 sec.	390 sec.	430 sec.	470 sec.
Female candidates	800m	290 sec.	330 sec.	370 sec.	410 sec.	450 sec.	490 sec.
Long Jump (To be qualified in three attempts)	Age Wise Break-up and Distance in meters	Qualifying Parameter in meters as per age					
		18-30 years	30-35 years	35-40 years	40-45 years	45-50 years	50 years and above
Male candidates		2.95 m	2.80 m	2.65 m	2.50 m	2.35 m	2.20 m
Female candidates		1.74 m	1.60 m	1.45 m	1.30 m	1.15 m	1.00 m
High Jump (To be qualified in three attempts)	Age Wise Break-up and Height in meters	Qualifying Parameter in meters as per age					
		18-30 years	30-35 years	35-40 years	40-45 years	45-50 years	50 years and above
Male candidates		1.14 m	1.10 m	1.05 m	1.00 m	0.95 m	0.90 m
Female candidates		0.90 m	0.85 m	0.80 m	0.75 m	0.70 m	0.65 m

Candidates shall have to clear all the events of physical endurance test as per the above said parameters and if a candidate fails in any of the event then he/she shall be disqualified from participating in next event of the test.

Final list of provisionally selected candidates (as per the number of vacancies advertised) of General, SC/ST/BC and Ex-Servicemen categories shall be prepared from the list of candidates qualifying Physical Endurance Test, strictly on the basis of their merit in written test.

The candidates belonging to PWD Category are exempted from clearing the physical endurance test and the seats reserved for such candidates shall be filled up strictly on the basis of their merit in written test.

9. **E-ADMIT CARD**

E-Admit Cards of provisionally eligible candidates will be uploaded on the official website of this High Court. Candidates will also receive E-mail/SMS in this regard. The candidates can download and get print out of their E-Admit Cards by visiting the website www.highcourtchd.gov.in and entering the requisite information. Admit Cards shall not be sent by post. Mere issuance of provisional E- Admit Card does not imply that candidates have fulfilled all the eligibility conditions given in the advertisement and their applications shall be subject to subsequent scrutiny. An application can be rejected if the candidate is found to be not fulfilling the eligibility

conditions, at any point of time.

The candidates shall paste photograph duly attested by a Gazetted Officer/ Self attested on their E-Admit Card. The photograph must be same as uploaded by the candidate while filling the online application. In case of non-matching of photograph on the admit card with the uploaded photograph, candidate will not be allowed to enter the examination centre and no request in this regard shall be entertained at the time of examination or anytime later, in any circumstance.

Candidates are advised to visit the website of Punjab and Haryana High Court at Chandigarh i.e. www.highcourthd.gov.in and check their E-Mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with the High Court should be avoided.

10. DATE OF EXAMINATION

The date of examination will be notified on the official website of the High Court of Punjab and Haryana, Chandigarh (www.highcourthd.gov.in) and candidates are advised to regularly visit the website.

11. IMPORTANT INSTRUCTIONS

- i) Candidates are advised to visit the website of High Court of Punjab and Haryana, Chandigarh and check their E- mail accounts (inbox as well as spam box) regularly for updates and other important information. Unnecessary correspondence with the High Court should be avoided.
 - ii) Any candidate belonging to General or reserved category can submit only one application for a particular category. In case, a candidate submits more than one application, then latest application will be considered.
 - iii) Merely satisfying the eligibility criterion does not entitle the candidate to be called for examination. Hon'ble High Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
 - iv) The certificate for the claim of reservation must be issued by the competent authority.
 - v) A candidate seeking appointment on the basis of backward class reservation must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer. The certificate must be latest one.
 - vi) The admission of candidates at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed
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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 any candidate does not fulfill any of the eligibility condition, the candidature of such candidate shall stand cancelled without any further notice with consequential effect.

- vii) No TA /DA shall be paid to the candidates for appearing in the exam and checking of original testimonials.
 - viii) All particulars including category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process. So, the candidates are advised to fill all their particulars after taking due care and precaution.
 - ix) An online application, which is incomplete in any respect, shall be rejected summararily at any stage.
 - x) The venue, date, time of the examination/test, result, notice and corrigendum of this recruitment process will be informed on the official website of the High Court i.e. www.highcourtchd.gov.in. However, it shall be the responsibility of the candidates to keep themselves updated about the same. High Court shall not be responsible in any manner in case any candidate could not appear in the examination/test/any other stage due to non-visiting of website, where important information regarding different stages is uploaded or for receiving the E- mail in spam box of their email account.
 - xi) The original documents shall be produced by the candidates as and when demanded.
 - xii) No candidate shall be allowed in the examination center with mobile phone or any other electronic device, watch, ornaments (jewellery items) & other baggage material. Candidates are advised to strictly adhere to the instructions mentioned in this regard on their E-admit Cards.
 - xiii) Candidates with benchmark disabilities of Lower Limb, Upper Limb, Impaired hearing, Low Vision or Intellectually Disabled/challenged (MILD IQ) can avail the services of Scribe. Such candidates who intends to avail the facility of scribe should indicate the same in their online application form and apply within 15 days from the last date of filling up of online application form to the Hon'ble High Court. The use of scribe will be governed by the prescribed Guidelines which are
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appended with detailed employment notice/advertisement as **(Annexure VI)**.

- xiv) The candidature of candidate, who conceals any material fact or furnishes any false information, can be rejected by the Hon'ble High Court at any stage.
- xv) In case of any discrepancy in advertisement published in various newspapers etc., the contents as put on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in shall prevail.
- xvi) Online application form is available only on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in. The High Court shall not be responsible for any kind of cheating, phishing and fraudulent activity by any illegal means on the internet, in respect of online application fee and form.
- xvii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date of completion of Registration so as to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam. The High Court shall not be responsible if any candidate fails to apply or complete the Registration process due to aforementioned reasons. The cut-off date to apply for the post is sacrosanct. No candidate shall be allowed to apply after cut-off date under any circumstance.
- xviii) Candidate having more than one living spouse shall not be eligible for appointment.

ONLINE APPLICATION PROCEDURE

- (i) Online application form is available only on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in/
 - (ii) Candidates are advised to read the detailed employment notice/advertisement before filling up the application form.
 - (iii) Incomplete application form shall be rejected out-rightly and no correspondence shall be entertained in this regard.
 - (iv) Candidates must ensure that they have access to good internet facility with reasonable speed to ensure proper completion of filling the online application including online payment of fee.
 - (v) Candidates are advised to have a valid personal active E-mail ID as all the information regarding recruitment process will be sent on their
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recorded E-Mail ID throughout the process. Candidates must give a valid Mobile number as all the SMSs during the process will be sent on that number.

- (vi) Candidates are advised not to change their Mobile number/E-mail ID which they have mentioned at the time of Registration. Candidates are also advised not to give mobile number/E-mail ID of unknown person/stranger to avoid any future complication. The High Court shall not be responsible in any manner for non-delivery of SMS at any stage either due to switching off 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 the responsibility of the candidates to update themselves by visiting the website of the High Court and by checking their E-mail Account/SMS regularly for important notifications.
- (vii) Before starting to fill-up the online application form, candidates must keep the following information ready with them:
- ✓ Personal details
 - ✓ Valid and active E-mail ID
 - ✓ Valid and active mobile number for receiving SMSs
 - ✓ Online payment facility such as internet banking, debit/credit card etc.
 - ✓ Scanned recent passport size photograph (not more than 30 days old) against white background
 - ✓ Scanned signatures.
- (viii) Candidates should fill all details, including the category, correctly in online application form and submit the same only after ensuring that all the particulars/ details are correctly reflected in it. No request for any change in the online Application Form shall be entertained after its submission.
- (ix) The Candidates are advised to retain printed/hard copies of their online Application Form and produce the same as and when asked to do so.
- (x) The scrutiny of Application Forms can be done at any stage. The candidature of candidates, who are found not meeting the eligibility criteria, shall be rejected during or after the scrutiny process.
- (xi) Any attempt on the part of a candidate to obtain support for his/her candidature by any unfair means will make him/her liable for disqualification and legal action.
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- (xii) In case candidates experience any difficulty in downloading the Admit card, they may contact the Helpline number for assistance. Unique Registration ID may be kept handy while contacting the Helpline number.
- (xiii) The candidates must carefully check the information before submitting the same. Candidates will be responsible for any mistake committed in the online application form and the High Court shall not be responsible or liable in any manner. Any information submitted by a candidate in the application will bind him/her personally and if such information is found to be false, then the candidate shall be liable for criminal prosecution apart from consequences under civil law, as may be deemed proper.
- (xiv) Any application without uploading proper photograph and signature will be summarily rejected. The candidates must retain with them five copies of the photograph uploaded with the online Application Form as the same will be required at the time of examination/test. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law.
- (xv) Candidates may take screenshot in case an error occurs during the filling up of application form to take up the matter with the Helpdesk.
- (xvi) The candidates are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.
- (xvii) Helpdesk option shall be provided to candidates in the online application form itself for resolving any problem faced by them while filling the application form.
- (xviii) Candidates are advised to kindly go through all the general links available on the application form page before applying/raising any query.
- (xix) For any technical query regarding filling up of online application form, candidates can call at Helpline number 8100091298 on all working days between 11:00 A.M. to 05:30 P.M. For any other query regarding terms and conditions of advertisement, candidates can call at Phone No. 0172-2717605 on all working days between 09:30 A.M. to 05:00 P.M.

sd/-
OSD RECRUITMENT
PUNJAB AND HARYANA HIGH COURT,
CHANDIGARH.

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 domiciled / 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 For _____

Annexure -II

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 online application form of Sh./Ms. _____ Son/Daughter/Wife of Shri _____ for the post of Peon on the Establishment of Punjab and Haryana High Court, Chandigarh (Employment Notice No. _____) and has got no objection if the candidate appears in the test/interview. 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
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

Annexure III

AFFIDAVIT/UNDERTAKING

I, _____, son/daughter/wife of Sh. _____,
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 the above information furnished by the me is true and correct and in the event of any information found to be incorrect/false or some material fact found to have been concealed or suppressed at any stage, my selection/appointment will liable to be cancelled/terminated without any notice to me.

DEPONENT

Place:

Dated:

Annexure-IV

AFFIDAVIT / UNDERTAKING

I, _____ son/daughter/wife of Sh. _____,
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 liable to be cancelled / terminated without any notice to me.

DEPONENT

Place:-

Dated:-

Annexure-V

AFFIDAVIT / UNDERTAKING

I, _____ son/daughter/wife of _____,
resident of _____, do hereby solemnly affirm and
declare as under:-

1. That I do not possess any qualification higher than 10+2 on the date of applying for the post of Peon in the establishment of Hon'ble Punjab and Haryana High Court.
2. That the above information furnished by me is true and correct and in the event of any information found to be incorrect/false or some material fact is found to have been concealed or suppressed at any stage, I shall be liable for criminal action and also for termination of my service in case of my final selection.

DEPONENT

Place:-

Dated:-

Annexure-VI

HIGH COURT OF PUNJAB & HARYANA AT CHANDIGARH

Website: highcourtchd.gov.in

GUIDELINES FOR USING SCRIBE/EXTRA TIME FOR PERSONS WITH BENCHMARK DISABILITIES OF LOWER LIMB, UPPER LIMB, IMPAIRED HEARING, LOW VISION OR INTELLECTUALLY DISABLED / CHALLENGED (MILD IQ).

- Candidate eligible to use a scribe i.e. having disability of 40% or more, can apply for scribe (in writing) with the High Court within 15 days from the last date of filling up of online application and in case the said application is not received within the stipulated period, the same will not be entertained, as it is not possible to make arrangement for a scribe at a later stage.
- The candidate who needs scribe should submit an application along with medical certificate in the prescribed format from a Senior Medical Officer (Govt.) to the effect that he/she has physical limitation in writing. The medical certificate will be required (format attached herewith) in addition to the candidate's disability certificate.
- The scribe will be provided by High Court itself on its own cost and intimation in this regard will be given to the candidate as well as to the Centre Incharge of the examination centre well in advance.
- If at any stage, the medical certificate is found inappropriate/ incorrect/ false/ fabricated/ tampered with or if it is found that the candidate was not eligible for the use of scribe as per the eligibility criteria, his/her candidature/appointment will be cancelled.
- Such candidate who is provided a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. It is further clarified that all the candidates with Lower Limb Disability, Upper Limb Disability, Impaired Hearing, Low Vision, Intellectually Disabled/ challenged (MILD IQ), who although are entitled to avail facility of scribe as per the aforesaid guidelines but choose not to avail the said facility will also be allowed compensatory time of 20 minutes per hour of examination provided such candidates apply (in writing) with the High Court along with their disability certificate and prescribed medical certificate (format attached herewith) within 15 days from the last date of filling up of online application.

Certificate Regarding Physical Limitation To Write In An Examination

This is to certify that, I have examined Mr./Ms./Mrs. _____ (name of the candidate with disability), a person with _____ (nature and percentage of disability as mention in the certificate of disability), S/o/D/o of _____, resident of _____ (Village/District/State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical
Superintendent of a Government health care Institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date: