

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
DETAILED EMPLOYMENT NOTICE FOR THE POST OF DRIVER

| | | |
|--|-----------------------|---------------------------|
| EMPLOYMENT NOTICE No. | 03/DRV/HC/2023 | DATED:- 12.10.2023 |
| Candidate can apply online From | 12/10/2023 | 11:59 P.M. |
| Last date/time for Online Registration | 02/11/2023 | 11:59 P.M. |

To fill up 19 vacant posts of Drivers on the establishment of Punjab and Haryana High Court at Chandigarh, online applications from eligible candidates are invited upto 02/11/2023 as per details given below:-

| NAME OF THE POST | TOTAL NUMBER OF VACANCIES (19) |
|-------------------------|---|
| DRIVER | General Category:- 16 SC/ST/BC:- 02 ESM:- 01 |

Note:- The number of vacancies may be increased or decreased depending upon the number of vacancies as on 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 provisional Pay Scale of 21,700/- (Level-3) of Pay Matrix of 7th Central Pay Commission, in terms of Office Order dated 05.09.2022, issued under Endst. No. 1048-1050/Spl./2Exc. Cell, dated 05.09.2022.

1. Age:-

For all the advertised posts, the age of applicants of all categories should not be less than 18 years and more than 35 years as on 02/11/2023. However, for the applicants belonging to Ex-servicemen category, upper age limit will be relaxed by number of years equal to his/her Defence service plus 3 years.

2. QUALIFICATION AND EXPERIENCE

The applicant should possess following academic qualifications, experience and requirements:-

- i) the applicant should at least be matric pass with Punjabi/Hindi as one of the subjects.
- ii) the applicant should possess a valid licence of 'Light Motor Vehicle (LMV)'. No presumption of eligibility or competency to drive Light Motor Vehicle will be drawn on the basis of any other higher category endorsed on the Driving License.
- iii) the applicant should not have been convicted of any offence for negligent driving and should have a minimum of two years experience of driving of car.

The applicant should fulfill all the eligibility conditions of age, qualification, experience, etc. on the last date of online submission of applications i.e. 02/11/2023.

3. **DETAILS OF FEE [Payable Online and Non-Refundable]**

| Sr. No. | Category | Facilitation Charges | Examination Fee |
|---------|--|----------------------|-----------------|
| 1. | General and 'Others' (SC/ST/BC of areas/States other than Punjab, Haryana and U.T. Chandigarh) | 510 | 500 |
| 2. | SC/ST/BC of areas/States of Punjab, Haryana and U.T. Chandigarh | 510 | 250 |
| 3. | Ex. Servicemen | 510 | 250 |

4. **Reservation**

Benefit of SC/ST/BC reservation and fee relaxation in recruitment to the posts of Drivers shall be available only to those who have got a SC/ST/BC certificate issued by the State of Punjab, Haryana or UT Administration (Chandigarh) and are also domiciled/permanent residents of these States/UT Chandigarh. Applicants 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 BC Certificate, have to furnish requisite undertaking on the format prescribed in Detailed Employment Notice. All SC/ST/BC category applicants of other areas shall be treated in General Category as 'Others'.

Benefit of reservation under Ex-Servicemen category is available only to Ex-Servicemen themselves and not to their dependents. They shall have to submit application form alongwith self attested complete copy of discharge book at the time of Practical Test-cum-Interview as and when called by Hon'ble High Court.

5. **Annexures:-**

(i) Candidates shall have to submit the printouts of application forms alongwith supporting documents (i.e. proof of Qualification, Date of Birth, Experience, Reservation Certificate etc.) at the time of Practical Test-cum-Interview.

(ii) Applicants 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. They, besides production of BC certificate, shall have to furnish requisite undertaking on format **(Affidavit/Undertaking Annexure 'I')** appended with Detailed Online Advertisement at the time of testimonial checking/Practical Test-cum-Interview.

(iii) Candidates, who are working in Government Departments/Semi-Government Departments/Corporations/Boards, shall have to submit Forwarding Letter/ No Objection Certificate on format appended with Detailed Online advertisement **(Annexure 'II')** issued by respective head of the Department at the time of testimonial checking/Practical Test-cum-Interview 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 Employee etc. and they shall apply as non departmental candidates.

(iv) Candidates shall have to furnish information in online application form regarding their close relative, if any, working in the Establishment of the 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.

(v) Candidates shall have to furnish information in the online application form and submit undertaking on format (**Affidavit/Undertaking Annexure 'III'**) appended with detailed online advertisement about their previous employment, if any, at the time of testimonial checking/Practical Test-cum-Interview. Previous employment(s) means any employment(s), which candidate has already left, in Government Departments/ Semi-Government Departments/ Corporations/ Boards.

(vi) Candidates shall have to furnish information in the online application form and submit an undertaking on format (**Annexure 'IV'**) appended with detail online advertisement about neither being convicted for rash or/and negligent driving under any law nor any such proceedings being pending against him/her in any Court/Authority, at the time of Testimonial Checking/Practical Test-cum-Interview.

(vii) Candidates shall have to furnish experience certificate of driving a car for a minimum of 2 years at the time of Testimonial Checking/Practical Test-cum-Interview.

In case an applicant relies upon a Driving License issued by the Military Authorities, applicant, at the time of Practical Test-cum-Interview, shall produce a certificate in a format (appended with detailed employment notice as **Annexure 'V'**) from Competent Authority that the said Driving License fulfils the requirements prescribed in the Detailed Employment Notice.

(viii) All the original documents i.e. Driving License, Qualification Certificates, Experience Certificate and Caste Certificate etc. shall be checked at the time of Practical Test-cum-Interview.

(ix) Applicants are requested to keep with them the printouts of application form alongwith all the relevant documents (i.e. age, qualification, caste and experience certificates etc) after completing the process of online submission of application form which will be checked at the time of Testimonial checking/Practical Test-cum-Interview.

6. FOR REGULAR GOVERNMENT EMPLOYEE:

The applicants who are already serving in Government/Semi Government/PSU/Corporations/Boards, while applying for the post of drivers, should obtain No Objection certificate from their Head of Office or Department and keep it with them. If applicant fails to produce the No Objection Certificate as and when called for, then the candidature of such candidate will stand cancelled.

7. SPECIAL INSTRUCTIONS

The decision of the Hon'ble High Court 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 High Court may shortlist the candidates at any stage of the recruitment process. No inquiry or correspondence shall be entertained in this regard.

The selected applicants may also be posted at Delhi or in any district of Punjab and Haryana from time to time. However, in this regard, no extra perks or allowance shall be paid to them.

The particulars mentioned/ information given in the application form will be treated as final. Applicant 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 will be either accepted or allowed to be explained.

8. MODE OF SELECTION

The selection will be made on the basis of Written Shortlisting Test (Computer Based) consisting of 80 Multiple Choice Questions of one hour duration of 200 marks to check the knowledge of the candidates regarding *driving sense, Traffic Rules & Signs, simple numerical ability and general knowledge*. Shortlisting Test is mandatory, however, the marks of this test will not be counted in determining the final merit as this test is only qualifying in nature. The merit of shortlisting (Computer Based Test) shall be prepared on the basis of normalized marks (***refer to para No. 9 for details on normalization of marks***). On the basis of performance in short listing test, the candidates equivalent to five times (category wise) of the advertised vacancies (in order of merit) shall be called for Practical Test-cum-Interview. If two or more candidates are having equal marks to the last shortlisted candidate called for Practical Test-cum-Interview, then all such candidates will also be called for Practical Test-cum-Interview. The practical test-cum- interview will be of 25 marks (i.e. 15 + 10 marks) respectively. Selection will be made on the basis of marks obtained in Practical Test-cum-Interview. Mere selection on the basis of Practical Test-cum-Interview will not give any right to any applicant to claim appointment. Applicants proposed to be appointed

will be required to work on trial period (as determined by High Court) for which they will be paid remuneration as per rate applicable to daily wagers as approved by the Deputy Commissioner, Chandigarh. Applicants would be considered for appointment only after the successful completion of trial period as per the assessment of the High Court.

However, keeping in view the number of applications and other administrative exigencies, High Court reserves the right to adopt any other criteria for short listing of candidates.

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.

NORMALIZATION OF MARKS

9. In case Computer Based Test (Shortlisting Test) is held in multiple shifts, normalization of scores shall be carried out using the below mentioned Standard Deviation method (calculation of marks will be up to 5 decimals places):

Normalization marks of jth candidate in ith session \widehat{M}_{ij} is given by:

$$\widehat{M}_{ij} = \frac{\overline{M}_t^g - M_q^g}{\overline{M}_{ti} - M_{iq}} (M_{ij} - M_{iq}) + M_q^{gm}$$

\widehat{M}_{ij} = is the actual marks obtained by the jth candidate in the ith Session.

\overline{M}_t^g = is the average marks of the top 0.1% of the candidates considering all sessions

M_q^g = is the sum of mean and standard deviation marks of the candidates in the paper considering all sessions.

\overline{M}_{ti} = is the average marks of the top 0.1% of the candidates in the ith session or marks of topper if session strength is less than 1000.

M_{iq} = is the sum of mean marks and standard deviation of the ith session.

M_q^{gm} = is the sum of mean marks of the candidate in the shift having maximum mean and standard deviation of marks of candidate in the examination considering all shifts.

ANSWER KEY AND SEEKING OF OBJECTIONS/CROSS OBJECTIONS

After the completion of the Written Test (Computer Based) for short-listing of candidates, Answer Key shall be provided to the candidates on the official website of Hon'ble High Court. Candidates will be given opportunity to raise objections to the Answer Key. Candidates will also be given opportunity to file cross objection against the proposed changes suggested by the candidates.

10. E-ADMIT CARD & DEMO TEST:-

Note regarding E-Admit Cards of provisionally eligible applicants will be uploaded on the official website of this Court i.e. www.highcourtchd.gov.in. Applicants will also receive E-mail/SMS in this regard. The applicants can download and get print out of

their E-Admit Card by visiting the website www.highcourtchd.gov.in 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 their photograph, duly attested by a Gazetted Officer/ Self attested, on the E-Admit Card. The photograph must be the same as uploaded by the applicant in 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 shall be entertained at that time or anytime later in any circumstance.

A link of Demo/mock test to enable the candidates to familiarize with the online test will also be uploaded on the official website of this Court atleast 15 days prior to the date of examination.

Applicants are advised to visit the website of High Court of Punjab and Haryana, Chandigarh i.e. www.highcourtchd.gov.in and check their E-Mail accounts (inbox as well as spam box) regularly for updates and important information. Un-necessary correspondence with Hon'ble High Court of Punjab and Haryana, Chandigarh should be avoided.

11. TEST CENTRES

Shortlisting test can be conducted anywhere in North India. Depending on the number of applicants, availability of centres and administrative exigencies, any of the cities can be allotted for the examination centre High Court reserves the right to allot any examination centre. The decision of High Court with regard to allotment of examination centre shall be final and no request for change in examination centre/city will be entertained.

12. DATE OF EXAMINATION

The examination is likely to be conducted tentatively in the month of **December-2023/January-2024**. The exact date will be notified on the official website of Hon'ble Punjab and Haryana High Court. (www.highcourtchd.gov.in) and candidates are advised to regularly visit the website. However, the month of examination may be changed as per administrative exigencies.

13. IMPORTANT INSTRUCTIONS

- (i) Applicants are advised to visit the website of Hon'ble 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 the High Court should be avoided.

- (ii) A candidate can submit only one application for a particular category i.e. either General Category or Reserved Category. In case, a candidate submits more than one application then latest application will be considered.
- (iii) Merely satisfying the eligibility criteria do not entitle the applicant to be called for examination. Hon'ble High Court reserves the right to alter/modify/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) An applicant seeking appointment on the basis of reservation of Backward Class must ensure that applicant possesses the caste/community certificate and does not fall in creamy layer. The certificate must be latest one.
- (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 conditions, the candidature of applicant shall stand cancelled without any further notice.
- (vii) No TA /DA shall be paid to the applicants for appearing in the written examination and Practical Test-cum-Interview.
- (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 summarily at any stage of the recruitment process.
- (x) The venue, date, time of the examination, result, notice and corrigendum (if any) of this recruitment process will be informed on the official website 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, candidate could not appear in the exam/any other stage of recruitment due to non-visiting of the website, where important information regarding different stages is uploaded or for receiving 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 required by the High Court.
- (xii) No candidate is allowed in the examination centers with mobile phone, electronic device, watch, ornaments (jewellery items) & other baggage material during the examination. Candidates are further advised to strictly adhere to the instructions mentioned in this regard on their E-admit Cards.
- (xiii) 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. Canvassing in any form will entail cancellation of candidature.
- (xiv) In case of any discrepancy in advertisement published in various newspapers etc., the content as put on the official website of Hon'ble Punjab and Haryana High Court i.e. www.highcourtchd.gov.in shall prevail.
- (xv) Online application form is available only on the official website of Hon'ble 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 illegitimate way on the internet, in respect of online application fee and form.
- (xvi) Applicants 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 or inability/failure to log on the website on account of heavy load on internet/website jam. High Court shall not be responsible in case 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 any candidate to apply after cut-off date will not be granted under any circumstance.
- (xvii) Computer Based Test/Examination is a format for the Written Test in which the candidates would be required to attempt the question papers on a computer. Therefore, the participating candidates should note that the examination would be conducted on different dates for different sets of candidates.

14. ONLINE APPLICATION PROCEDURE

- i. Online application form is available only on the official website of Hon'ble Punjab and Haryana High Court i.e. www.highcourtchd.gov.in.
- ii. Applicants are advised to read the detailed Advertisement before filling up the Application.
- iii. Incomplete application shall be rejected outrightly and no correspondence shall be entertained in this regard.
- iv. Applicants must make sure that they have access to internet facility with good speed so as to ensure proper completion of application process including online payment of fee.

- v. Applicants are required to have a valid personal active E-mail ID because all the information regarding this recruitment will be sent on their recorded E-Mail ID throughout the process. Applicants must give their valid Mobile number as all the SMS(s) during the process will be sent on that number.
- vi. Applicants are advised not to change their Mobile number/E-mail ID which they have 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. High Court shall not be responsible in any manner for non delivery of SMS at any stage either due to switching off the mobile phone or the same being 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 candidate to update themselves by visiting the website of this High Court and by checking their email 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 as they would be required to fill the same in the online Application Form:
 - ❖ Personal details
 - ❖ Valid and active E-mail ID
 - ❖ Valid and active mobile number for receiving SMS(s)
 - ❖ Online payment Facility such as internet banking, debit/credit card etc.
 - ❖ Scanned recent passport size photograph (not more than one month old) against white background
 - ❖ Scanned signatures.
- viii. The scanned copy of recent passport size photo is required to be uploaded on the online application form by the candidate. The photograph to be uploaded must not be more than one month old. The application will be rejected for not uploading recent photograph.
- ix. The real time photograph is required to be uploaded by the candidate at the time of filling the online application form. The computer system/ device on which the candidate is filling up online application form should have an inbuilt camera or attached web camera to capture the real-time photograph. The candidate must sit in front of inbuilt camera/web camera of the computer system/ device to capture the photograph. The candidate must read other instructions given in the online application form regarding uploading of real-time photograph, before capturing the photograph.
- x. The candidate must ensure that the real time photograph captured/uploaded while filling the online application form, the scanned recent passport size photograph uploaded in the application form and the

photograph pasted on admit card must match with each other, failing which the candidate will not be allowed to appear in the examination center or even at the time of Practical Test cum Interview.

- xi. The candidate must ensure that their facial appearance at the time of examination and practical test-cum-interview must be similar to their appearance in above mentioned photographs, failing which their candidature can be rejected at any stage.
- xii. Candidates should fill all their details (including the category) correctly in online application form and submit the same only after ensuring that all the particulars/details are accurately reflected in it. No request for any change in the online Application Form shall be entertained after its submission.
- xiii. The candidates are advised to retain with them the printed/ hard copies of their online Application Form and produce the same as and when required.
- xiv. The scrutiny of Application Forms can be done at any stage of examination. The candidature of applicants, who are found not meeting the eligibility criteria, will be rejected at any time during or after the scrutiny process.
- xv. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will make the candidate liable for disqualification and legal action.
- xvi. In case the candidate faces any difficulty in downloading the Admit card, then candidate may contact the Helpline No. 95134-38011 for assistance. Unique Registration ID may be kept handy while contacting the Helpline.
- xvii. The applicant must carefully check the information before submitting the same. Applicant will be solely responsible for any mistake committed while filling the online application form and High Court shall not be liable for it in any way. Any information given by an applicant in the application form will bind the applicant personally and if it is found to be false then the applicant shall be liable for criminal prosecution apart from the consequences under civil law as may be deemed proper.
- xviii. Any application submitted without uploading proper photograph and signature will be summarily rejected. The applicants must retain with them atleast five copies of the photograph uploaded with the Application Form with them as the same shall be required at the time of exam and even at later stages. Any person trying to upload irrelevant photographs or any other unnecessary material would be strictly dealt with as per law.
- xix. Candidates may take screenshot in case an error occurs during the filling of application form to take up the matter with HELPDESK.
- xx. The applicants are advised to re-check their details before paying the fee, as, fee once paid, shall not be refunded.

- xxi. Grievance window (for resolving problems faced by candidates) shall be available on the portal.
- xxii. Candidates are advised to kindly go through all the general links available on the application form page before applying/raising any query.
- xxiii. For any Technical query regarding filling up of online application form, the applicant can call at Helpline numbers 95134-38011 on all working days between 09:00 A.M. to 05:00 P.M. For any other query regarding terms and conditions of Advertisement, applicants 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.

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 _____

“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 Driver on the Establishment of Punjab and Haryana High Court, Chandigarh (Employment Notice No. **03/DRV/HC/2023**) and further has got no objection, if the applicant 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/
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: _____

No. _____ Dated: _____

Signature of the Authority
Designation: _____
Seal

AFFIDAVIT / UNDERTAKING

I, _____ son/daughter/wife 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 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:-

(STAMP UNDER LAW)

AFFIDAVIT

(to be attested by Oath Commissioner / Notary / Magistrate).

I, _____ Son/Daughter/Wife of, _____
R/o _____ do hereby solemnly
affirm and declare as under:-

1. That I am resident of _____.
2. That I have never been convicted for rash or / and negligent driving under any law nor any such proceedings are pending in any Court on before any Authority against me.

Place:-

Dated:-

Deponent

Verification:-

It is verified that the contents of para No. 1 & 2 are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Place:-

Dated:-

Deponent

(LETTER HEAD)

TO WHOM IT MAY CONCERN

I (undersigned) personally certify that Sh./Smt._____.

Son/Daughter/Wife of Sh. _____ R/o _____

_____ holder of Driving License NO. _____

_____ has been driving car since (DD)/(MM)/(YYYY) to

(DD)/(MM)/(YYYY) with / under _____

(Write Name of person or Organization.)

Dated:- _____

Place:- _____

Signature :- _____

**Name of issuing authority with
Stamp or Seal with Date.**