

**HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH**

**DETAILED EMPLOYMENT NOTICE FOR THE POST OF DRIVER**

<b>EMPLOYMENT NOTICE No.</b>	<b>01/DRV/HC/2022</b>	<b>DATED:- 20.10.2022</b>
Candidate can apply online From	20/10/2022	11:59 P.M.
Last date/time for Online Registration	10/11/2022	11:59 P.M.

To fill up 18 vacant posts of Drivers on the establishment of Punjab and Haryana High Court at Chandigarh, online applications from eligible candidates are invited upto 10.11.2022 as per details given below:-

<b>NAME OF POST</b>	<b>TOTAL NUMBER OF VACANCIES</b>
	<b>18</b>
<b>DRIVER</b>	<b>General Category:- 15</b>
	<b>SC/ST/BC:- 02</b>
	<b>ESM:- 01</b>

**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 the latest applicable rules and instructions issued by the Government of Punjab and adopted by the High Court for the employees of this Court.

**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 10.11.2022. However, for the applicants belonging to Ex-servicemen category, upper age limit will be relaxed by number of years equal to his 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) applicant should possess a valid licence of 'Light Motor Vehicle (LMV)'.
- iii) 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."

**Note:-** -> The proof of Driving Experience is required to be produced at the time of Practical Test-cum-Interview or as and when required.

The applicant should fulfill all the eligibility conditions of age, qualification, experience, etc. on the last date of online submission of applications i.e. 10.11.2022.

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/ OBC of areas/States of Punjab, Haryana, and U.T. Chandigarh	510	250
3.	Ex.SM	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. 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. (i) Candidates shall have to submit the printout of application form 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 close relative 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.

(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 the previous employment, if any, at the time of testimonial checking/Practical Test-cum- Interview. Previous employment(s) means any employment(s) which candidate 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, Caste Certificate etc. shall be checked at the time of Practical Test-cum-Interview.

(ix) Applicants are requested to keep 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, 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 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, 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 (15 + 10 marks) respectively i.e. 25 marks. 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. As Computer Based Test (Shortlisting Test) will be 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 j<sup>th</sup> candidate in i<sup>th</sup> 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 j<sup>th</sup> candidate in the i<sup>th</sup> 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 i<sup>th</sup> 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 i<sup>th</sup> 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:-**

E-Admit Cards of provisionally eligible applicants will be uploaded on the website. 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](http://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 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 website 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](http://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 High Court of Punjab and Haryana, Chandigarh should be avoided.

**11. TEST CENTRES**

Examination can be conducted anywhere in the State of Punjab, Haryana, U.T of Chandigarh and Jammu and Kashmir, Himachal Pradesh and Delhi NCR. Candidates will be asked for preferences regarding examination centre in their online application form. However, depending on the number of applicants, availability of centres and administrative exigencies, any of the mentioned cities can be dropped and any other city/cities can be added at the time of actual allotment of examination centre. High Court reserves the right to allot any examination centre irrespective of the preferences given by the candidate. 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-2022/January-2023**. The exact date will be notified on the official website of Punjab and Haryana High Court. ([www.highcourtchd.gov.in](http://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 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 High Court should be avoided.

- (ii) Any candidate belongs 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 criteria does not entitle the applicant to be called for examination. Hon'ble High Court reserves the right to alter/modify or change in 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 reservation to BC 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 condition, the candidature of applicant 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 exam and checking of original testimonials/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 liable to be rejected summarily at any stage of the recruitment process.
- (x) The venue, date, time of the examination, result, notice and corrigendum of this recruitment process will be informed on the official website i.e. [www.highcourtchd.gov.in](http://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 due to non visiting of website, where important information regarding different stages is uploading or for getting 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 demanded.
- (xii) No candidate is allowed in the examination centers with mobile phone or any other 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, any discrepancy in advertisement published in various newspapers etc., the content as put on the official website of Punjab and Haryana High Court i.e. [www.highcourtchd.gov.in](http://www.highcourtchd.gov.in) shall prevail.
- (xv) Online application form is available only on the official website of Punjab and Haryana High Court i.e. [www.highcourtchd.gov.in](http://www.highcourtchd.gov.in). 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 to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam. High Court shall not be responsible, if any 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 the 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, where 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 Punjab and Haryana High Court i.e. [www.highcourtchd.gov.in](http://www.highcourtchd.gov.in).
- ii. Candidates are advised to read the detailed Advertisement, before filling up the Application.
- iii. Incomplete application shall be rejected out rightly and no correspondence shall be entertained in this regard.
- iv. Applicants must ensure that they have access to good internet facility with reasonable speed and facility 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 as all the information regarding recruitment process will be sent on their recorded E-Mail ID throughout the process. Applicants must give a valid Mobile number, as all the SMSs 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 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 themselves by visiting the website of High Court and by checking the email Account/SMS regularly for important notifications.

- vii. Before starting to fill-up the online application form, candidates must keep the following information ready as the candidates would be required to upload the signature and photograph, in the online Application Form:
- 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 three months 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, after its submission, shall be entertained.
- ix. The candidates are advised to retain printed/ hard copies of their online Application Form and produce the same as and when required.
- x. 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 during or after the scrutiny process.
- xi. Any attempt on the part of a candidate to obtain support for his candidature by any unfair means will be liable for disqualification and legal action.
- xii. In case the candidate experiences any difficulty in downloading the Admit card, then the applicant may contact the Helpline for assistance. Unique Registration ID may be kept handy while contacting the Helpline.
- xiii. The applicant must carefully check the information before submitting the same. Applicant will be responsible for any mistake committed in the online application form and High Court shall not be responsible or liable in any way. Any information submitted by an applicant in the application will bind the applicant personally and if found to be false then the applicant 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 applicants must retain five copies of the photograph uploaded with the Application Form, with them as the same shall be required at the time of exam at later stages. 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 of

application form to take up the matter with HELPDESK.

- xvi. The applicants are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.
- xvii. Grievance window (for resolving problems faced by candidates) shall be available on the portal.
- 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, the applicant can call at Helpline numbers 9986640899 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.

**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 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 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. **01/DRV/HC/2022**) 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 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

**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:-

(STAMP UNDER LAW)  
AFFIDAVIT  
(to be attested by Oath Commissioner / Notary / Magistrate).

I, \_\_\_\_\_ S/o, Sh. \_\_\_\_\_ 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 the any law nor any such proceedings are pending in any Court/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. \_\_\_\_\_.

S/o 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.**