

HIGH COURT OF PUNJAB & HARYANA
SOCIETY FOR CENTRALIZED RECRUITMENT OF STAFF IN SUBORDINATE COURTS
(S.S.S.C.)

Adv. No.16/S.S.S.C./2015

Dated: 20.08.2015

NOTICE

Society for Centralized Recruitment of Staff in Subordinate Courts under High Court of Punjab and Haryana invites applications on prescribed forms for filling up 03 vacancies of **Multi Utility Staff** and 1 vacancy of **Safai Sewak** on its establishment on regular basis. Duty hours of the selected candidates may extend beyond normal working hours and even at odd hours without any extra payment or allowances. The selected candidate shall be subjected to medical tests as may be prescribed.

A. DETAILS OF THE VACANCIES

PARTICULARS OF VACANCY	NUMBER OF POSTS	QUALIFICATIONS	AGE LIMIT	PAY BAND
Multi Utility Staff with LMV Driving License	2	Middle standard Pass or its equivalent from a recognized School Education Board	Candidate should not be less than 18 years and not more than 35 years of age as on 31.08.2015.	Pay Band of Rs. 4900-10680 plus Grade Pay Rs. 1650 plus usual allowances as admissible from time to time
Multi Utility Staff without any Driving License	1	-do-		
Safai Sewak	1	Knowledge of Hindi and regional language		

B. IMPORTANT DATES

Candidates can submit application with effect from	21.08.2015
Last date for receipt of application	31.08.2015

C. FEE (Non-refundable)

The applicant has to enclose a Bank Draft drawn on any nationalized bank in favour of '**Society for Centralized Recruitment of Staff in Subordinate Courts under High Court of Punjab and Haryana**' payable at **Chandigarh** as detailed below:

(i) SC/ST/BC candidates of States of Punjab, Haryana and Union Territory of Chandigarh, Ex-servicemen, Physically handicapped : Rs. 250

(ii) General Category and SC/ST/BC candidates of other than States of Punjab, Haryana and Union Territory of Chandigarh : Rs. 500

(iii) Dependents of the ex-servicemen, who are disabled/deceased during active operation are exempted from fee.

Fee once paid will not be refunded in any case. The applications which are not accompanied with the requisite fee will be rejected.

D. ENCLOSURES

The application form shall be sent in a sealed envelope which should be super-scribed as **APPLICATION FOR THE POST OF MULTI UTILITY STAFF / SAFAI SEWAK IN S.S.S.C.** Application form should be accompanied by:-

- a. Attested copies of all supporting documents regarding qualification, date of birth, certificate if candidates belongs to SC / ST/ OBC category, experience certificate if any, etc.
- b. Bank Draft drawn on any nationalized bank in favour of '**Society for Centralized Recruitment of Staff in Subordinate Courts under High Court of Punjab and Haryana**' payable at **Chandigarh** for the amount detailed above.
- c. Two self addressed duly stamped envelopes having size of 9"x4" inches.
- d. Two recent passport sized photographs which are duly attested, one to be pasted on the application form and the other to be enclosed with the application form.

E. INSTRUCTIONS

1. The number of vacancies may be increased or decreased at any time before the completion of selection process without giving any prior notice to the candidates.
2. Candidate must possess requisite qualifications as on 31.08.2015
3. Completed application forms alongwith requisite fee shall be submitted in the office of O.S.D. (Recruitment), High Court of Punjab and Haryana, Capitol Complex, Sector-1, Chandigarh latest

by 5:00 P.M. on 31.08.2015. Incomplete applications or those not on the prescribed proforma or those received after the due date shall be out-rightly rejected. The Society will not be responsible for any postal delay.

4. Applicants already working in Subordinate Courts or offices of the Government of State of Punjab, Haryana and Union Territory of Chandigarh or any other government office/department shall route their applications through proper channel alongwith 'No Objection Certificate' as prescribed.
5. All other conditions of recruitment not covered in the notice shall be regulated under relevant provisions of the High Court Establishment (Appointment and Conditions of Service) Rules 1973, as amended from time to time.
6. Separate application form shall be submitted for each post.
7. The selection shall be made on the basis of Interview of 50 marks. Preference shall be given to those candidates who have work experience and can do multi-tasking.
8. The decision of the Hon'ble Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criterion for selection etc. shall be final and binding on the applicants. No inquiry or correspondence shall be entertained in this regard. The conditions of employment/service and reservation shall be regulated as per the decision of Hon'ble Committee of the Society taken from time to time.
9. The original documents shall be produced by the candidates as and when demanded.
10. Merely satisfying the eligibility criterion does not entitle an applicant to be called for Interview. Hon'ble Committee reserves the right to alter/modify or change any of the terms and conditions including the selection criterion as spelt out in the advertisement.
11. The admission of applicants at all stages of 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 time before or after the interview, it is found that an applicant does not fulfill any of the eligibility conditions, his/her candidature shall stand cancelled without any further notice.
12. No TA/DA shall be paid to the applicants for appearing in the Interview and for checking of documents.
13. The result and other important information regarding recruitment process will be displayed on the website of the Society i.e. www.sssc.gov.in.

SD/-
O.S.D. (RECRUITMENT)

APPLICATION FORM

(To be filled in by the candidate in Block Letters with Blue/Black Ball Point Pen)

POST APPLIED FOR : _____

Latest passport
size photograph
duly attested by a
Gazetted Officer.

1. **Name of Candidate** : _____

2. **Father's Name** : _____

3. **Mother's Name** : _____

4. **Category** : _____
(General / SC / ST)

5. (i) **Date of Birth:**

(a) In numerals _____ / _____ / _____.

(b) In words _____

(ii) **Age as on 31.08.2015** : _____ DAYS _____ MONTHS _____ YEAR.

(iii) **Sex** : _____ (MALE / FEMALE).

6. **Correspondence Address** : _____

_____ City _____ State _____

Pin Code _____

7. **Permanent Address** : _____

_____ City _____ State
_____ Pin Code _____

8. **Nationality** : _____

9. **Contact Number:** Mobile _____
Telephone (Landline) _____

10. **E-Mail ID** : _____

11. **Educational Qualification:**

Sr. No	Exam Passed	Board/ Univ.	Year of passing	Total Marks	Marks Obtained	%age
1.						
2.						
3.						
4.						

12. **Any technical knowledge/other skill:** _____

13. **Whether the candidate is already in Govt. Department/ Semi-Govt. Department / Corporations / Boards :**

_____ (YES / NO)

If yes, attach 'No Objection Certificate' on the enclosed proforma issued by the head of the Department wherever serving.

14. **Work Experience, if any** _____

15. **Have you ever been discharged, removed or dismissed from any Govt. Service.**

_____ (YES / NO)

If yes, give details: _____

16. **Have you ever been arrested or detained in Police or Judicial lock up or ordered to be Bound down in security proceedings or Convicted for any offence?**

_____ (YES / NO)

If yes, give details: _____

17. **Whether the candidate belongs to Scheduled Caste / Scheduled Tribe/ Backward Class / Physical Handicapped / Ex-Serviceman:**

_____ (YES / NO)

If yes, attach proof.

18. **Detail of Application fee:**

Demand Draft No. _____

Dated _____

Amount: _____

Bank Name: _____

(Please mention your details i.e. Name, Father's name, address etc. on the back of Demand Draft)

19. **Detail of Enclosures with application form:**

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____
- f) _____

Date: _____

Place: _____

Signature of Candidate

Declaration by the Candidate

I solemnly declare that the particulars given by me in column No. 1 to 19 are true and correct to the best of my knowledge and nothing has been concealed therein. I further undertake that in the event of any of the particulars given is found to be incorrect/false at any stage, my candidature be treated as cancelled/terminated and I shall not claim anything on the basis thereof.

Date: _____

Place: _____

Signature of the Candidate

NO OBJECTION CERTIFICATE

(To be issued by Head of the Department in case the candidate is serving in any Govt./Semi-Govt. Department or in any Board/Corporation).

No. _____

Dated _____

It is certified that Mr. / Ms. _____ son/daughter of Sh. _____ is serving in this office and the undersigned has no objection if he/she appears in the interview for the post of Multi Utility Staff/Safai Sewak in Society for Centralized Recruitment of Staff in Subordinate Courts, High Court of Punjab & Haryana. The service particulars of the candidate are as under:-

1. Department/Office where employed: _____
2. Date of Initial Appointment : _____
3. Date of present Appointment : _____
4. Total length of Service : _____
5. Present Designation : _____
6. Pay Scale : _____
7. Regular/Temporary/Ad-hoc Contract/Deputation/Transfer Basis (Specify please) : _____
8. If on deputation/transfer, give Details of the parent office. : _____
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 : _____

Dated:

(Signature of the Authority)

Designation: _____

Seal: _____