

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

**HARYANA STATE LEGAL SERVICES AUTHORITY,  
2<sup>ND</sup> FLOOR, NEW BLOCK OF OLD DISTRICT COURT,  
SECTOR-17, CHANDIGARH**

**EMPLOYMENT NOTICE No. 01/HSLSA/CRA/2014 Dated 31.05.2014**

<b>Candidate can apply online from:</b>	<b>04.06.2014</b>
<b>Last date/time for Registration Step I:</b>	<b>24.06.2014 till 11:59 P.M.</b>
<b>Last date/time for Registration Step II:</b>	<b>26.06.2014 till 11:59 P.M.</b>
<b>Last date for receipt of application fee:</b>	<b>26.06.2014 (within Banking Hours)</b>
<b>Last date for editing of application:</b>	<b>26.06.2014</b>

The Central Recruitment Agency of the High Court of Punjab & Haryana at Chandigarh, invites online applications at ([www.recruitmenthighcourthd.com](http://www.recruitmenthighcourthd.com)) on behalf of Haryana State Legal Services Authority, for filling up various posts in the Haryana State Legal Services Authority (HSLSA) at Chandigarh, District Legal Services Authorities(DLSA), Sub-Divisional Legal Services Committees(SDLSC) and Permanent Lok Adalats (Public Utility Services) {PLA(PUS)} in the State of Haryana as per the details given below:-

Sr. No.	Post	Pay Scale	Total no. of posts	HSLSA	DLSA	PLA(PUS)	SDLSC
1	Clerk	5200-20200+ 1900 G.P. (Entry level Pay Rs.7580/-)	68	3	38 (2 vacancies in each 18 DLSAs and 1 each in 2 DLSAs)	-	27 (1 each in 27 SDLSCs)
2	Junior Scale Stenographer	5200-20200+ 2400 G.P. (Entry level Pay Rs.9840/-)	29	-	29 (2 vacancies in 10 each DLSAs and 1 each in 9 DLSAs)	-	-
3	Steno Typist	5200-20200+ 1900 G.P. (Entry level Pay Rs.7580/-)	9	-	-	9 (1 each in 9 PLAs)	-
4	Driver	Rs. 5200-20200+ 2400 G.P (Entry level Pay Rs.9840/-)	13	-	13 (1 each in 13 DLSAs)	-	-
Total no. of posts (1+2+3+4)			119	3	80	9	27

- Note** 1: The number of vacancies may be increased or decreased & consequently reservation may vary without any notice.  
2: The selected candidate can be appointed anywhere in the State of Haryana including Chandigarh.  
3: In view of the roster prepared by Haryana Government, no post of Clerk, Junior Scale Stenographer, Steno-typist and Driver falls under reserved categories.

**1. AGE**

Age limit for all the posts as on 26.06.2014 will be as under:-

Sr. No.	Category	Minimum	Maximum
1	General	18 years	40 years
2	Employees of HSLSA/DLSA/ SDLSC/ PLA(PUS)	18 years	Candidates already working temporarily in HALSA/DLSA/SDLSC/ PLA(PUS) against sanctioned posts for more than two years will get relaxation for the period in service in HALSA/DLSA/SDLSC/ PLA(PUS) subject to maximum of 7 years.*
3	1.Widow 2.Women legally separated from Husband. 3.Divorced women. 4.Women deserted by husband for more than two years.**	18 years	45 years

\* **Employees of HSLSA/DLSA/ SDLSC/ PLA(PUS):** At the time of checking of testimonials the candidate will be required to submit a certificate regarding his/her service tenure in HALSA/DLSA/ SDLSC/ PLA (PUS) issued by his employer.

\*\* **Woman deserted by husband for more than two years:** At the time of checking of testimonials woman deserted by husband for more than two years will be required to submit an affidavit countersigned by two responsible persons such as members of the legislature, local bodies including Panchayats and the Bar Association. However, where a woman who has re-married, she would not be eligible for the above concession in the matter of age.

## 2. QUALIFICATION

The requisite qualification for the post of Clerk, Junior Scale Stenographer, Steno Typist and Driver is as under:-

Sr. No:	Designation of Posts	Academic qualifications and experience, if any, for direct recruitment
1.	Clerk	1. Graduation degree or equivalent thereto from a recognized University. 2. Matriculation examination with Hindi or Sanskrit as one of the subject. 3. Degree/diploma in computer application*.  Preference shall be given to the person holding higher qualification.
2.	Junior Scale Stenographer	(1) Graduation from a recognized university; (2) Degree/diploma in computer application*; (3) One year experience as Steno Typist;
3.	Steno-Typist	(1) Degree of Bachelor of Arts, Science, Commerce or equivalent thereto from a recognized university; (2) Degree/diploma in computer application*.
4.	Driver	(1) Matriculation with Hindi as one of the subject. (2) He/She should possess a valid driving license for light motor vehicle and medium passenger motor vehicle. (3) He/she should not have been convicted for any offence for negligent driving and should have minimum of two years of experience of driving for light motor vehicle/ medium passenger motor vehicle.

\* **Degree/Diploma in Computer application:** Minimum 6 months diploma from any Government Recognized Institution or any reputed institution which is ISO 9001 certified or possesses a Computer Information Technology Course or Equivalent to 'O' Level Certificate of Department of Electronics Accreditation of Computer Course (DOEACC) of Govt. of India.

## 3. MODE OF SELECTION

### a) Clerk :-

The candidate shall have to take a written examination (Objective type with multiple choice and Subjective type) in the following subjects:-

Sr. No.	Subject	Mode of test	Maximum Marks	Qualifying Marks	Minimum Pass Marks	Remarks
1	<u>Written test</u> English Composition	Subjective type	100	50%	55% marks in aggregate in the written examination	
	b) General Knowledge.	Objective type on OMR sheet	100	50%		
2.	Type test	Computer typing	30 Words per minute (W.P.M) in Hindi or English			Marks of typing test would not be counted towards the main merit as this test is only of qualifying in nature.
3.	Interview		30			

At the first instance, answer sheets of the General Knowledge test will be evaluated. There will be negative marking in multiple choice questions. For every wrong answer, 1/5<sup>th</sup> mark would be deducted. The question(s) not attempted will receive no credit or discredit. The answer sheets of the English Composition test will be evaluated only of those candidates who will qualify the General Knowledge test by obtaining 50% marks or above. However, no candidate shall be considered to have qualified the written test unless he obtains 55% marks in aggregate in written test i.e. General Knowledge and English Composition.

Thereafter, out of the total candidates who will qualify the written test, candidates three times of the total vacancies or the number as determined by Hon'ble Central Recruitment Committee will be called for Computer Typing test in Hindi or English with

minimum speed of 30 W.P.M. The Hon'ble Central Recruitment Committee reserves the right to vary this ratio. If two or more candidates at the last number get equal marks in written test, all such candidates shall be considered eligible to sit in the computer type test. The shortlisted candidates shall have to qualify the Computer Typing test. Candidates have to give option regarding typing in Hindi or English language at the time of submission of online application. Option once exercised for typing in Hindi or English Language cannot be changed at later stage under any circumstances. Marks of Computer Typing test would not be counted towards the main merit as this test is only of qualifying in nature. However merely passing the type test does not entitle a candidate to be called for interview. Candidates either two times of the number of vacancies or number as decided by Hon'ble Central Recruitment Committee, who qualify the written test as well as Computer Typing test, will be called for interview. The interview will carry 30 marks. No candidate shall be considered for appointment unless he/she obtains at least 55% marks in aggregate of written test and interview.

After Interview number of candidates as decided by the Hon'ble Central Recruitment Committee, candidates will be called for Checking of Testimonials/Interaction.

Merit list shall be prepared on the basis of the marks obtained in the written test & interview. Waiting list may also be prepared, which shall be valid for one year. If a post is created or falls vacant within one year from the date of preparation of waiting list, candidate may be selected from the waiting list.

**b) Junior Scale Stenographer:-**

The candidate shall have to qualify English shorthand test at the speed of 100 W.P.M. and transcription of the same at the speed of 20 W.P.M. **OR** Hindi shorthand test at the speed of 80 W.P.M. and transcription of the same at the speed of 15 W.P.M. on computer. Candidate has to give option regarding shorthand test in Hindi or English language at the time of submission of application. Option once opted for shorthand in Hindi or English Language cannot be changed at any stage under any circumstances. The candidate who qualifies the shorthand test will be called for checking of original testimonials/ interaction.

**c) Steno-typist:-**

The candidate shall have to qualify shorthand test in English at the speed of 80 W.P.M. and transcription thereof at the speed of 15 W.P.M. on computer. The candidate who qualifies shorthand test will be called for checking of original testimonials/ interaction.

**d) Driver:-**

Eligible candidates may be shortlisted on the basis of their performance in objective type written test consisting of General Knowledge and awareness, Knowledge of traffic signs/rules and driving skills questions. Thereafter, shortlisted candidates may be called for practical driving test to check the practical knowledge of driving skills/rules/signs followed by an interview. Final Selection shall be based on marks obtained by the candidates in practical driving test and interview.

**4. SPECIAL INSTRUCTIONS**

The decision of the Hon'ble Central Recruitment Committee in all matters relating to acceptance or rejection of an application, eligibility/ suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. The Hon'ble Central Recruitment Committee may shortlist the candidates at any stage of the recruitment process on the basis of some rational criteria. No inquiry or correspondence shall be entertained in this regard.

**5. HOW TO APPLY ONLINE**

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

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

The detailed steps for Registration are given below:

**(A) Pre-Requisites for Step I:**

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

**(B) Registration Step I:**

- i. Applicant can apply online from anywhere either at home or at any place where there is an access to the internet.
- ii. Open registration form available on the site [www.recruitmenthighcourtchd.com](http://www.recruitmenthighcourtchd.com) by clicking at the button for the post he/she wants to apply.
- iii. Fill the registration form with all the required details.
- iv. Every successful registration will be allotted a unique Registration ID and Password, which will be intimated to the applicant by way of e-mail on recorded Email ID as well as by SMS on mobile phone. Applicants should ensure that Registration ID and Password had been delivered on mobile phone as well as on given E-mail ID. In case of non receipt of Email/SMS within reasonable time, applicants should contact on the technical helpline numbers 8699002541 or 8699002542. After getting the Registration ID and Password, applicant must take a print out of the 'Cash Deposit Receipt' in "Landscape orientation". Applicant should also save 'Cash Deposit Receipt' as PDF file for future reference.
- v. Applicant has to take this printed 'Cash Deposit Receipt' to any Branch of State Bank of India for deposit of fee in cash only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching the State Bank of India Branch will ask for depositing the fee under **screen 8888 (fee type-300).** No other mode of payment of fee is admissible.
- vi. The applicant who completes Registration Step-I, should go to Bank for deposit of fee only after 4 hours from the time of the Registration Step-I.
- vii. After depositing the fee in the Bank, applicant will get a Unique Transaction No./Journal No. from the Bank, which is required to be updated by applicant on website at the time of Registration Step-II.
- viii. In case an applicant fails to deposit the requisite fee, his/her application shall stand automatically cancelled/rejected and shall not be considered for further processing.

**(C) Pre-Requisites for Step II:**

Before proceeding to Step II, applicant must ensure that he/she has a scanned image files of his/her latest **photograph (Size 100x120pixels) & Signature (Size 160x70 pixels)** in PC/Pendrive/other soft media and application fee remittance/deposit details (Transaction details such as Unique Transaction No./Journal No., Branch name and Code etc.) for immediate uploading it to the website along with application data.

(D) **Registration Step II:**

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

Considering the All India spread of the SBI, there is a possibility of writing of Transaction No./Journal No. on the 'Cash Deposit Receipt' by the bank staff variously as TID-0012121212 OR J-0012121212 OR 0012121212 etc. (If in eight digit) OR as TID-001212121 OR J-001212121 OR 001212121. (if in seven digits.) APPLICANT SHOULD FILL IN ONLY THE LAST 7 OR 8 DIGITS AS THE CASE MAY BE, DROPPING OUT ALPHABET, SPECIAL CHARACTER OR PREFIXED ZEROES, In the above two cases, fill the Transaction No./Journal No. as 12121212 or 1212121.
- ii. Candidate must upload his/her photograph, signature and all other information as required in the online Registration Step II form. He/She should upload latest passport size photograph (not more than three months old) & signature ( on white background with dark black ball pen). For details please see Guidelines for Uploading Photographs and Signature available on the website [www.recruitmenthighcourtchd.com](http://www.recruitmenthighcourtchd.com). Any application without proper photograph and signature upload will be summarily rejected. The applicants must retain three copies of the photograph uploaded with the Application Form, with them as the same will be required at the time of test at later stage. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law. IP address of the computer system accessing the online application form shall be noted for security purposes.
- iii. After doing so, applicant will have the 'preview' of the filled form. Applicant can edit/correct the information filled in step II, at that time. Candidates are advised to check the information filled by them carefully before clicking on the button "LOCK & SUBMIT". If the information entered is correct, applicant should click on "LOCK & SUBMIT" button to complete his/her Registration process and to view his/her online Application Form. The applicant will receive a E-mail/SMS in this regard, applicant should take a printout of his/her 'Online Application Form' for future use and record.
- iv. The applicant must check the information before locking and submitting the same. Applicant will be responsible for any mistake made by him/her in the online Application Form and Central Recruitment Agency shall not be responsible or liable in any way. However, **If by mistake an applicant fills in wrong data in the Application Form, then there is a provision to modify/edit certain information in the Application Form only once by entering his/her registration ID and Password & after following the given instructions. Thereafter, no modification will be permitted and the applicant will not be having the option to edit his/her application data again.** Any information submitted by an applicant in his/her application will bind the applicant personally and if found to be false, he/she shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper.
- v. After successful re-conciliation of fee with the bank, applicant will receive Email/SMS on his/ her mobile phone. The lists of the applicants whose fee is reconciled will also be available on website [www.recruitmenthighcourtchd.com](http://www.recruitmenthighcourtchd.com) for reference of the applicants after closure of Advertisement. Thereafter, scrutiny of applications will be done and eligibility of applicants shall be determined.
- vi. **E-ADMIT CARD:-** Thereafter, E-Admit Cards of provisionally eligible applicants will be uploaded on the website and the applicants will also receive E-mails/ SMS in this regard. The applicants are to download and print their E-admit cards by visiting the website [www.recruitmenthighcourtchd.com](http://www.recruitmenthighcourtchd.com) again by entering their registration ID and password. Admit Cards shall not be sent by post. Mere issuance of provisional E-Admit Card does not imply that applicant has fulfilled all the eligibility conditions given in the advertisement and application is subject to subsequent scrutiny and the application can be rejected, if the applicant is found to be not fulfilling the eligibility conditions at any point of time.

The applicants will require to paste his/her photograph, duly attested by a Gazetted Officer, on the E-Admit card. The photograph must be same as uploaded by the applicant in his/her online application. In case of non-matching of pasted photograph with the uploaded photograph, applicant will not be allowed to enter the examination centre and no request in this regard will be entertained in any circumstances.

- vii. Applicants are advised to visit the website of Central Recruitment Agency and check their E-mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with Central Recruitment Agency should be avoided.

**6. EXAMINATION FEE (Non-Refundable)**

- (i) General Category : Rs. 500/-(Male)  
Rs. 250/-(Female)

Requisite fee must be deposited on or before the last date and time fixed for the purpose. The applicants have to deposit the requisite fee by way of 'Cash Deposit Receipt', printed after completion of Step-I of registration, in any Branch of State Bank of India only. The 'Cash Deposit Receipt' will contain the amount of fee to be deposited by the applicant, depending upon his/her category. Applicant approaching the State Bank of India Branch will ask for depositing the fee under **Screen 8888(Fee Type-300)**. No other mode of payment of fee is admissible. The fee once paid will not be refunded in any case. The applicant must retain the 'Cash Deposit Receipt' in original for future use.

**7. DATE OF EXAMINATION**

The tests are likely to be conducted in the month of August/September, 2014. Separate tests will be conducted for different posts. The exact date will be notified on the website of Central Recruitment Agency ([www.recruitmenthighcourtchd.com](http://www.recruitmenthighcourtchd.com)) and candidates are advised to regularly visit the website.

**8. LAST DATE**

The applicant who fulfills the prescribed educational qualification and other eligibility conditions may **register for Step I from 04.06.2014 to 24.06.2014 upto 11:59 P.M.** Thereafter Step I Registration will be closed. The applicant, who completes Step I registration should go to Bank for deposit of fee only after 4 hours from the time of Registration Step-I. However, the requisite fee can be deposited within Banking hours only. **Last date /time for completing the registration Step-II is 26.06.2014 upto 11:59 P.M.**

Applicants are advised in their own interest to apply online much before the closing dates and not to wait till the last date for depositing the fee and completion of Registration Step-II to avoid the possibility of disconnection/inability /failure to log on the website on account of heavy load on internet /website jam. Central Recruitment Agency shall not be responsible, if any applicant failed to apply or complete the Registration process due to aforementioned reasons. The cut off date to apply for the post is sacrosanct, relief to the candidate to apply after cutoff date will not be granted under any circumstances.

**IMPORTANT INSTRUCTIONS**

- i. **The application can be submitted through online mode only.** No other means/ mode of submitting application will be accepted or entertained in paper form, which is sent to the Central Recruitment Agency directly except in case of 'Government employees' as detailed in term (vi) below.
- ii. The conditions of employment/service and reservation shall be regulated as per the instructions of the Haryana Government issued from time to time. All other conditions of recruitment not covered in the above Notice shall be regulated as per the Rules/Instructions of Haryana Government issued from time to time.

- iii. Merely satisfying the eligibility criteria does not entitle an applicant to be called for test. Hon'ble Central Recruitment Committee reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- iv. **The applicants who are already serving in Government/Semi Government/PSU/Corporations/ Boards must send hard copy (Downloaded from Website) of his/her application to the Assistant Registrar, Central Recruitment Agency, Punjab and Haryana High Court, Chandigarh through proper channel otherwise his/her candidature is liable to be rejected. Such application must reach CRA within 10 days from the last date of registration step-II, till 5:00 P.M. In case, hard copy is not received by due date, the soft application of such candidates would not be taken into consideration for Recruitment purpose.**
- v. **The applicant should fulfill the condition of qualification on the last date of receipt of applications i.e. 26.06.2014 (last date of Registration Step-II).**
- vi. The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said test, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice.
- vii. No TA/DA shall be paid to the applicants for appearing in the test, interview and checking of documents.
- viii. Category once filled by the candidates shall be sacrosanct and no change shall be permitted at any stage of the recruitment process, thereafter.
- ix. **HELPLINE:-** For any technical help regarding the filling of the online Application Form, the applicant can call at **Helpline numbers 8699002541 or 8699002542 from 04.06.2014 to 26.06.2014 between 10:00 A.M. to 5:00 P.M.** For any other query regarding terms and conditions of Advertisement, applicants can call at Phone No.0172-6607239 of Central Recruitment Agency on all working days between 10:00 A.M. to 5:00 P.M.
- x. An online application which is incomplete in any respect shall liable to be rejected summarily.
- xi. The venue, date and time of the test will be informed on the website **www.recruitmenthighcourtchd.com**. **Email/SMS will also be sent to the candidates in this regard. They are advised to visit website of Central Recruitment Agency and to check their Email (inbox as well as spam box) regularly.**
- xii. The result will be displayed on websites **www.recruitmenthighcourtchd.com** and **www.highcourtchd.gov.in**.

Sd/-  
O.S.D (Recruitment)  
Punjab and Haryana High Court  
Chandigarh

Sd/-  
Member Secretary,  
Haryana State Legal Services Authority,  
Chandigarh.