

No.30329 E.I./V.D.4(3E)

From:

The Registrar,
Punjab and Haryana High Court,
Chandigarh

To

1. All the District and Sessions Judges in the State of Punjab.
2. All the District and Sessions Judges in the State of Haryana.
3. The District and Sessions Judge, Chandigarh
4. The District and Sessions Judge (Vigilance), Punjab, Chandigarh
5. The District and Sessions Judge (Vigilance), Haryana, Chandigarh.

Dated, Chandigarh, the 3.10.2005

Subject: Appointment to the posts of Readers to Hon'ble Judges in the time scale of Rs.7220-11660, plus usual allowances, on the establishment of High Court of Punjab and Haryana at Chandigarh—p reparation of Select List.

Sir,

A competitive examination is proposed to be held for preparation of Select List for appointment to the posts of Readers to Hon'ble Judges, on the establishment of this Court, in the time-scale of Rs.7220-11660, plus usual allowances, as admissible from time to time.

You are requested to circulate this letter, together with its enclosures, amongst employees of your Sessions Division. For facility of reference, Rule 9(b) and (c) of High Court Establishment (Appointment and Conditions of Service) Rules, 1973, which prescribe the selection criteria, are quoted hereunder:

“9.(i)(b) From amongst the Law Graduates working in the Courts of the District Judge in Punjab & Haryana and in Subordinate Courts having five years experience in a grade not lower than of 'B' Grade Assistant, Judgment Writer (Senior Grade) and Judgment Writer (Junior Grade)/Stenographer to the District Judge in the State of Punjab and Haryana;

9.(i)(c) Superintendents Grade-II, Assistants, Revisors, Translators and Stenographers serving in the High Court and the employees of Lower Courts in the States of Punjab, Haryana and Chandigarh (U.T.), working in the grade of Assistant, Judgment Writer (Senior Grade) and Judgment Writer (Junior Grade)/Stenographer to the District Judge, who have put in more than 20 years of service.”

Applications of only those employees, who are eligible as per eligibility criteria mentioned above and who are willing to take the Competitive examination, for the purpose may be forwarded to this Court on the prescribed proforma only (attached with this letter), so as to reach this Court not later than 22.10.2005.

It is made clear that application(s), which are not accompanied by the 'Certification Proforma', complete in all respect, and in the specified format only, and those received after the due date, shall not be entertained.

The syllabus for competitive examination as per Rule 9(iii) is as under:-

No.	Subject	Maximum Marks
1.	Written paper relating to knowledge of law and procedure as laid down in Civil Procedure Code, Criminal Procedure Code, Limitation Act, Court Fees and Suits, Valuation Act and Stamp Act together with the rules made by Government and High Court under these Acts and High Court Rules, and Orders Volume I, Volume III and Volume V relating to procedure of Courts.	100
2.	Practical Test (Oral) regarding familiarity with records of the High Court and lower Courts and Registers maintained in the Judicial Department and by Readers.	10
3.	Oral examination <u>Shikasta</u> reading in languages of the lower Courts viz. Hindi and Punjabi, special importance being attached to the ability of candidates to read <u>Shikasta</u> .	10
4.	Viva Voce, including familiarity with law reports and other law books	05
	Total	125

The standard for selection would be 33% qualifying marks in each paper/subject and 40% aggregate, and only those candidates shall be called for interview who pass the written test and the oral test.

Sd/-
Superintendent (Establishment-I)
for Registrar General

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
“APPLICATION FORM” FOR THE POSTS OF READERS TO HON’BLE JUDGES
(To be filled in by the Candidate)

1. Name of the Candidate : _____
2. Father's Name : _____
3. Date of Birth : / /
DD MM YY
(as entered in the Matriculation or equivalent examination) Attach proof.
4. Educational Qualifications : _____
Whether the Law Graduate? If Yes, indicate year in which Law Degree obtained. : _____
5. Details with regard to initial appointment :
 - (i) Department/Office : _____
 - (ii) Date of appointment : _____
 - (iii) Post held : _____
 - (iv) Pay-Scale : Registrar General of Punjab & Haryana High Court, Chandigar
 - (v) Regular / Temporary / Ad hoc / Contract / Deputation/ Transfer basis (Pl. specify) : _____
 - (vi) If on deputation, give details and add copy of terms and conditions of deputation : _____
 - (vii) If on transfer basis, give specific details about the parent office and lien etc. : _____
6. Details with regard to post presently held:
 - (i) Post held & with effect from : _____
 - (ii) Pay-Scale : _____
 - (iii) Department/Office : _____
 - (iv) Regular / Temporary / Ad hoc / Contract / Deputation/ Transfer basis (Pl. specify) : _____
 - (v) If on deputation, give details and add copy of the terms and conditions of deputation : _____
 - (vi) If on transfer basis, give specific details about parent office and lien etc. : _____
7. Lien retained on any post, if yes, give details : _____
8. 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? If so, give details : _____

Latest Passport size
photograph duly attested.

9. Have you ever been discharged, removed or dismissed from any Government service. If so, give details : _____

10. Other information qua experience etc. : _____

Place: _____

Date: _____

Signature of the Candidate

CERTIFICATE

It is certified that the particular(s)/information(s) given by me in Column Numbers 1 to 10 above are true and correct to my knowledge and nothing has been kept concealed therefrom. I further undertake that in the event of any of the particular(s)/information (s) given above is/are found to be incorrect at any stage, my candidature/appointment be treated as cancelled/terminated.

Place: _____

Dated: _____

(Signature of the Candidate)

“CERTIFICATION PROFORMA”

(For the office of the Forwarding Authority)

No. _____

Date _____

From

To

The Registrar,
Punjab & Haryana High Court,
Chandigarh.

Subject: Appointment to the posts of Readers to Hon'ble Judges in the time scale of Rs.7220-11660, plus usual allowances, on the establishment of High Court of Punjab and Haryana at Chandigarh—p reparation of Select List.

Reference: High Court's letter No. _____, dated _____

It is certified that the application is complete in all respects and particular(s)/information(s) given against column Numbers 1 to 10 of the enclosed application form, by Shri/Smt./Ms. _____ is/are true and correct as per this office record and he/she has been found eligible as per the eligibility criteria mentioned in Hon'ble High Court's letter under reference, to apply for the posts of Readers to Hon'ble Judges in the Hon'ble Punjab and Haryana High Court at Chandigarh.

It may please be indicated if any departmental proceedings have been or pending against the application.

Accordingly, his/her application, in original, together with the enclosures is forwarded for favour of necessary action.

Signature: _____

Designation: _____

(Stamp/Seal)