

**HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH**  
**ADVERTISEMENT FOR THE POST OF CLERK**

**DETAILED EMPLOYMENT NOTICE No. 01/CLK/HC/2023 DATED: 24/02/2023**

Candidate can apply online From	24/02/2023	11:59 P.M.
Last date/time for Online Registration	17/03/2023	11:59 P.M.

To fill up 157 vacant posts of Clerk on the establishment of High Court of Punjab and Haryana, Chandigarh, online applications from eligible candidates are invited upto **17.03.2023** as per details given below:-

NAME OF POST	TOTAL NUMBER OF VACANCIES 157
<b>CLERK</b>	<b>General Category</b> :- <b>109</b>
	<b>SC/ST/BC</b> :- <b>14</b>
	<b>ESM</b> :- <b>20</b>
	<b>Persons with Disability</b>
	<b>(i) Lower Limb Disability</b> :- <b>07</b>
<b>(ii) Low Vision</b> :- <b>07</b>	

**Note:-** The number of vacancies may increase or decrease 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:-**

Age of candidates belonging to General Category and (SC/ST/BC applicants of the area/states other than Punjab, Haryana and U.T Chandigarh) shall not be less than 18 years and more than 30 years as on **17/03/2023**. However, for the applicants belonging to the reserved categories, upper age limit is relaxed as follows:

- (i) SC/ST/BC of Punjab, Haryana and U.T. Chandigarh – 3 years
- (ii) Persons with Disabilities – 10 years
- (iii) Ex-servicemen – by number of years equal to his defense service plus 3 years

**AGE RELAXATION TO EMPLOYEES OF HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH AND SUBORDINATE COURTS OF PUNJAB, HARYANA AND UT CHANDIGARH.**

The upper age limit for the candidates having minimum of 02 years of service on the establishment of High Court of Punjab and Haryana at Chandigarh and/or the establishment of District Courts of States of Punjab, Haryana and Union Territory

Chandigarh, will be relaxed by the length of service on such establishment(s) subject to maximum of 05 years or upto 35 years of age, whichever is earlier.

## 2. **QUALIFICATION**

The minimum qualification for the post of Clerk is Bachelor of Arts, Commerce, Science or any other degree equivalent thereto from a recognized university and proficiency in operation of Computer (Word Processing and Spread Sheet). Candidates must possess requisite qualification(s) as on the last date of online submission of application form i.e. 17/03/2023. No person shall be eligible to be recruited as a Clerk unless he possesses educational qualification in Hindi or Punjabi upto matriculation standard or its equivalent. Ten percent of posts shall be filled by persons possessing a degree of Bachelor of Commerce, preference being given to Chartered Accountants and those possessing degree of Masters of Commerce. Merely satisfying eligibility criterion does not entitle candidates to be called for test.

**The applicant should fulfill all the eligibility conditions of age, qualification etc. on the last date of online submission of applications i.e. 17/03/2023.**

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

Sr. No.	Category	Online Facilitation Charges	Examination Fee
1.	General and SC/ST/BC of areas/States other than Punjab, Haryana and U.T. Chandigarh)	500/-	500/-
2.	SC/ST/BC of areas/States of Punjab, Haryana, and U.T. Chandigarh	500/-	250/-
3.	Persons with Disabilities	500/-	250/-
4.	Ex-servicemen	500/-	250/-

## 4. **RESERVATION**

Benefit of SC/ST/BC reservation and fee relaxation in recruitment to the posts of Clerk shall be available only to those who have got a SC/ST/BC certificate issued by the State of Punjab, Haryana or U.T. 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.

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 along with self-attested complete copy of discharge book at the time of Interview or as and when called by Hon'ble High Court.

5. **GENERAL INSTRUCTIONS**

- (i) Candidates shall have to submit the printout of application form alongwith supporting documents (i.e. proof of Qualification along with additional qualification, if any, Date of Birth, reservation certificate etc.) at the time of Testimonial Checking/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/ 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/ 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 the online application about any of their 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 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/Interview. Previous employment(s) means any employment(s) which candidate already left in Government Departments/ Semi-Government Departments/ Corporations/ Boards.
- (vi) All the original documents i.e. Qualification Certificates along with additional qualification, if any, Caste Certificate, No Objection Certificate etc. will be checked at the time of testimonial checking/Interview/Viva-Voce.
- (vii) Applicants are requested to keep printouts of application form alongwith all the relevant documents (i.e Age, Qualification along with additional qualification, if any, Caste Certificate etc.) after completing the process of online submission of application form which will be checked at the time of Testimonial checking/Interview/Viva-Voce.

**6. FOR REGULAR GOVERNMENT EMPLOYEE:**

The applicants, who are in the service of 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 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 candidates may be shortlisted on the basis of any criteria, including the result of objective type test which will be conducted through online mode. An objective type test (of 200 marks) will be conducted consisting of 200 objective type multiple choice questions based upon General Knowledge, Numerical Ability, General English, Reasoning, Clerical Aptitude, General Intelligence and General Awareness of 2 hours duration. For every correct answer the candidate will be awarded one mark. For every wrong answer, 0.25 marks will be deducted. Un-attempted questions will not attract negative marks. Candidates equivalent to five times (Category wise) of the advertised vacancies (in order of merit) would be shortlisted for the Main Written Examination. The merit of shortlisting through objective type test (Computer Based Test) shall be prepared on the basis of normalized marks (refer to para No. 9 for details on normalization of marks). If two or more candidates at the last number gets the same marks or are tied at the same number of marks all such candidates will be considered eligible to sit for the Mains Written Examination, warranting the corresponding increase in the stipulated ratio. The candidates shortlisted shall have to appear in Main Written Examination (subjective/descriptive) of three hours duration, in the following subjects:-

Sr. No.	Subject	Maximum Marks
1	English Composition	150
2	General Knowledge;	50
3	Précis Writing	50
4	Hindi (Devnagri Script) OR Punjabi (Gurmukhi)	50

No person shall be considered to have qualified the Main Written Examination unless he/she obtains at least 40% marks in aggregate and minimum 33% marks in each subject. Merely because a minimum required percentage is obtained, no vested right would accrue to be called for typing/computer test. High Court reserves the right to adopt any further criteria for qualifying the Main Written Examination.

The candidates who qualify the Main Written Examination may further be shortlisted for the typing/computer test (English) and also for viva-voce. No candidate shall be called for the viva voce unless he/she qualifies the typing/computer test (English) with a minimum speed of 30 w.p.m. No candidate shall be considered to have qualified the type/computer test, if he/she commits more than 10% mistakes. The candidates shortlisted after the mains written examination and typing/computer test will have to appear for viva-voce test which shall be of 50 marks.

The physically incapable candidates, who produce Medical Certificate from the Civil Surgeon of the District to which they belong, certifying their incapacity to type/computer writing shall be exempted from qualifying the aforesaid type/computer test.

A select list of successful candidates, in order of merit, shall be prepared on the basis of total marks obtained in main written test and viva voce.

Candidates will have to produce their original documents for checking at the time of viva-voce/interview or as and when demanded. Merely because candidates are called for test/viva-voce, it does not mean that they have qualified the test or are eligible for selection. High Court reserves the right to determine the number of candidates to be called for interview and their suitability for the job. All the demanded testimonial(s) have to be produced and no extra time will be given.

#### **NORMALIZATION OF MARKS FOR SHORTLISTING TEST**

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

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

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

$\bar{M}_t^g$  = 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.

$\bar{M}_{ti}$  = 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 Computer Based Test, 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 <https://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 same as uploaded by the applicant in the 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. Unnecessary correspondence with 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 May/June 2023. The exact date will be notified on the official website of High Court of Punjab and Haryana, Chandigarh ([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 High Court of Punjab and Haryana, Chandigarh 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 belonging 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 criterion 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 fulfil 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/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.
- 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 centres 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 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.
- xviii) Candidate with Benchmark Disability of Low Vision or Lower Limb Disability whose writing/typing speed is affected can avail the service of Scribe (for Computer Based objective test and Main Written Examination only). Such candidate who intends to avail the facility of scribe should indicate the same in their online application form and apply within 15 days from the last date of filling up of online application form to the Hon'ble High Court. The use of scribe will be governed by the prescribed Guidelines (appended with online advertisement as **Annexure IV**).
- xix) Candidates with Benchmark Disability of Low Vision and Lower Limb Disability, whether availing the facility of Scribe or not, shall apply within 15 days from the last date of filling up of online application form to the Hon'ble High Court for availing Compensatory time of 20 minutes and/or part thereof for every hour of the examination as per prescribed Guidelines (appended with online advertisement as **Annexure IV**).
- xx) All other terms and conditions of recruitment not covered in the notice 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.

**14. ONLINE APPLICATION PROCEDURE**

- i. Online application form is available only on the official website of Punjab and Haryana High Court i.e. <https://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 number +91 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.

Sd/-  
**OSD RECRUITMENT**  
**PUNJAB AND HARYANA HIGH COURT,**  
**CHANDIGARH.**

**Annexure 'I'**

**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 \_\_\_\_\_

## Annexure 'II'

**“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  
 Clerk on the Establishment of Punjab and Haryana High Court, Chandigarh  
 (Employment Notice No. 01/CLK/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 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

## Annexure 'III'

**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:-

## **HIGH COURT OF PUNJAB & HARYANA AT CHANDIGARH**

---

Website: [highcourtchd.gov.in](http://highcourtchd.gov.in)

---

### **GUIDELINES FOR USING SCRIBE/EXTRA TIME FOR PERSONS WITH BENCHMARK DISABILITY OF LOW VISION and LOWER LIMB DISABILITY.**

- Candidate eligible to use a scribe i.e. having disability of 40% or more, can apply for scribe to High Court within 15 days time from the last date of filling up of online application and in case the said application is not received within the stipulated period, the same will not be entertained, as it is not possible to make arrangement for a scribe at a later stage.
- The candidate who needs scribe should submit an application along with medical certificate in the prescribed format from a Senior Medical Officer (Govt.) to the effect that he/she has physical limitation in typing. The medical certificate will be required (format attached herewith) in addition to the candidate's disability certificate.
- The scribe will be provided by High Court, itself on its own cost and intimation in this regard will be given to the candidate as well as to the Centre Incharge of the examination centre well in advance.
- If at any stage, the medical certificate is found inappropriate/ incorrect/ false/ fabricated/ tampered with or if it is found that the candidate was not eligible for the use of scribe as per the eligibility criteria, his/her candidature/appointment will be cancelled.
- Such candidate who is provided a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination. It is further clarified that all the candidates with Lower Limb Disability and Low Vision, who although are entitled to avail facility of scribe as per the aforesaid guidelines but choose not to avail the said facility will also be allowed compensatory time of 20 minutes per hour of examination, in case such candidates produce their disability certificate along with prescribed medical certificate (format attached herewith) as mentioned above, within stipulated period of 15 days granted by High Court.

**Certificate regarding physical limitation in an examinee to write/type**

This is to certify that, I have examined Mr./Ms./Mrs. \_\_\_\_\_  
(name of the candidate with disability), a person with \_\_\_\_\_  
(nature and percentage of disability as mention in the certificate of disability), S/o/D/o  
\_\_\_\_\_, a resident of \_\_\_\_\_  
\_\_\_\_\_ (Village/District/State) and to state that he/she has physical limitation which  
hampers his/her writing/typing capabilities owing to his/her disability.

Signature

Chief Medical Officer/Civil Surgeon/Medical Superintendent of a  
Government health care institution

Name & Designation

Name of Government Hospital/Health Care Centre with Seal

Place:

Date: