

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
Detailed Employment Notice for the Posts of Peon (Residential)

Employment Notice No.: 03/PEON(R)/HC/2025

Dated: 14/07/2025

Candidates can apply online from	14/07/2025	11:59 P.M.
Last date/time for Online Registration	04/08/2025	11:59 P.M.

To fill up 75 vacant posts of Peon (Residential) on the establishment of Punjab and Haryana at Chandigarh, online applications from eligible candidates are invited up to **04/08/2025** as per details given below:

<u>NAME OF THE POST</u>	<u>TOTAL NUMBER OF VACANCIES (75)</u>
PEON (Residential)	General Category:- 63
	SC/ST/BC:- 08
	Ex-Servicemen:- 04

Note: The number of vacancies may increase or decrease depending upon the number of vacancies as on the 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 of Punjab and Haryana for its employees.

1. AGE

The age of General category candidates and SC/ST/BC candidates of the area/states other than Punjab, Haryana and U.T Chandigarh should not be less than 18 years and more than 27 years as on 04/08/2025. However, for the candidates belonging to following categories, upper age limit shall be relaxed as follows:-

1.	SC/ST/BC of Punjab, Haryana and U.T. Chandigarh	3 years
2.	Ex-servicemen	By number of years equal to defence service plus 3 years

The upper age limit for candidates who have completed a minimum of 2 years of service on the establishment of this High Court and/or on the establishment of the District Courts of the State of Punjab, Haryana, and the Union Territory of Chandigarh, shall be relaxed by the length of their service up to a maximum of 5 years.

However, if such candidates apply under a reserved category, such as SC/ST/BC or as Ex-Servicemen, they shall be entitled to avail either the age relaxation based on their departmental service or the relaxation applicable to their reserved category, whichever is more beneficial. Both benefits shall not be granted simultaneously under any circumstance.

2. ACADEMIC QUALIFICATION AND WORK EXPERIENCE:

The applicant must possess the following academic qualifications and experience on or before 15/07/2025:-

- i. Passed Matriculation examination conducted by any board/institute recognized by Central/State Government;
- ii. Minimum one year full time diploma course in cooking/culinary arts from a recognized institute; and
- iii. Three years of cooking experience in a prestigious hotel, restaurant or government department/undertaking etc.

3. DUTIES:

- i. The candidates appointed as Peon (Residential) will be deputed to the residence of Hon'ble Judges and the Registrars of the High Court.
- ii. The candidates shall attend to all household chores/duties including cooking, washing, cleaning and other household duties assigned to them from time to time, in a professional and dedicated manner and even at odd hours.

4. DETAILS OF FEE (Payable Online and Non-Refundable)

Sr. No.	Category	Application Fee
1.	General and SC/ST/BC of areas/States other than Punjab, Haryana and U.T. Chandigarh	700/-
2.	SC/ST/BC of areas/States of Punjab, Haryana, and U.T. Chandigarh	600/-
3.	Ex-servicemen	600/-

There shall be no application fee for the candidates who are dependents of the Ex-Servicemen, who are disabled/deceased during the active operation, provided that such candidates upload requisite document in proof of their claim at the time of filling online application form and also produce it in original at the time of testimonials checking.

5. RESERVATION

Benefit of SC/ST/BC reservation and fee relaxation shall be available only to those who have got SC/ST/BC certificate issued by the State of Punjab or Haryana or

U.T. Chandigarh and are also domiciled/permanent residents of these States/U.T. Chandigarh. All SC/ST/BC category candidates of other areas/states shall be considered in General Category.

Benefit of reservation under Ex-Servicemen category shall be available only to Ex-Servicemen themselves and not to their dependents. They shall have to produce copy of their application form along with self-attested complete copy of their discharge book at the time of testimonials checking or as and when called by Hon'ble High Court.

6. **GENERAL INSTRUCTIONS**

(i) Candidates shall have to submit the printout of their application forms along with supporting documents (i.e. proof of Qualification, Date of Birth, reservation certificate etc.) at the time of testimonials checking or as and when called by Hon'ble High Court.

(ii) Candidates 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 and shall, besides production of latest BC certificate, have to furnish requisite undertaking on format Affidavit/Undertaking (**Annexure-I**) appended with detailed employment notice/advertisement, at the time of testimonials checking or as and when called by Hon'ble High Court.

(iii) Candidates, who are working in Government Departments/Semi-Government Departments/PSU/Corporations/Boards, shall have to submit Forwarding Letter/No Objection Certificate on format (**Annexure-II**) appended with detailed employment notice/advertisement, issued by respective head of the Department, at the time of testimonials checking 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 Employees and they shall apply as non-departmental candidates.

(iv) Candidates shall have to furnish information in the online application form about any of their close relative working on the Establishment of the High Court or any Subordinate Court in the States of Punjab, Haryana and U.T. Chandigarh and submit undertaking on format Affidavit/Undertaking (**Annexure-III**) appended with detailed employment notice/advertisement. 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-IV**)

appended with detailed employment notice/advertisement about their previous employment, if any, at the time of testimonials checking or as and when called by the High Court. Previous employment(s) means any employment(s) which candidate had already left in Government Departments/ Semi-Government Departments/ Corporations/ Boards etc. before filling up the online application form.

(vi) All the original documents i.e. Qualification Certificates, Date of Birth Certificate, Caste Certificate, No Objection Certificate etc. will be checked at the time of testimonials checking or as and when called by Hon'ble High Court.

7. FOR REGULAR GOVERNMENT EMPLOYEES:

The candidates, who are in the service of Government/Semi Government/PSU/Corporations/Boards etc. at the time of applying for the post of Peon (Residential), are required to obtain No Objection Certificate from their Head of office or Department and keep it with them. If any candidate fails to produce the No Objection Certificate (in original) at the time of Testimonials checking or as and when called by Hon'ble High Court then the candidature of such candidate shall stand cancelled.

8. SPECIAL INSTRUCTIONS

The particulars mentioned/ information given in the application form will be treated as final. Candidates 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 in this regard will be either accepted or allowed to be explained.

The decision of Hon'ble High Court in all matters relating to acceptance or rejection of an application, eligibility/suitability of the candidates, mode/criteria for selection etc. shall be final and binding on the candidates. No inquiry or correspondence shall be entertained in this regard.

9. MODE OF SELECTION

The selection criteria for the post of Peon (Residential) shall be as follows:

- i) A Practical Test will be conducted to assess the candidates' cooking/culinary skills, carrying a total of 80 marks. A minimum of 50% marks shall be required to qualify this test.
- ii) Candidates who qualify the Practical Test will be called for an Interview, which shall carry 20 marks. A minimum of 10 marks shall be required to qualify the interview.

The final merit list will be prepared based on the aggregate of marks obtained in both the Practical Test and the Interview.

Depending on the number of applications received, any appropriate shortlisting criteria may be adopted by the High Court at the relevant stage.

10. E-ADMIT CARD

Link for downloading E-Admit Cards of provisionally eligible candidates will be uploaded on the official website of this High Court. Candidates will also receive E-mail/SMS in this regard. The candidates can download and get print out of their E-Admit Cards by visiting the website www.highcourthd.gov.in and entering the requisite information. Admit Cards shall not be sent by post. Mere issuance of provisional E-Admit Cards do not imply that candidates have fulfilled all the eligibility conditions given in the advertisement and their applications shall be subject to subsequent scrutiny. An application can be rejected if a candidate is found to be not fulfilling the eligibility conditions, at any point of time.

The candidates shall paste their photograph duly attested by a Gazetted Officer or Self attested on the E-Admit Card. The photograph must be same as uploaded by the candidate while filling the online application. In case of non-matching of photograph on the admit card with the uploaded photograph, candidate will not be allowed to participate in the recruitment process and no request in this regard shall be entertained anytime later, under any circumstance.

Candidates are advised to visit the website of Punjab and Haryana High Court at Chandigarh i.e. www.highcourthd.gov.in and check their E-Mail accounts (inbox as well as spam box) regularly for updates and important information. Unnecessary correspondence with the High Court should be avoided.

11. IMPORTANT INSTRUCTIONS

- i) 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.
- ii) Merely satisfying the eligibility criterion does not entitle the candidate to be called for Test/Interview. The High Court reserves the right to alter/modify/change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- iii) The certificate for the claim of reservation must be issued by the

competent authority.

- iv) A candidate seeking appointment on the basis of backward class reservation must ensure that he/she possesses the caste/community certificate and does not fall in creamy layer. The certificate must be the latest one.
- v) The admission of candidates 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 any candidate does not fulfill any of the eligibility condition, the candidature of such candidate shall stand cancelled without any further notice with consequential effect.
- vi) No TA /DA shall be paid to the candidates for appearing in the Test/Interview and checking of original testimonials.
- vii) 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.
- viii) An online application, which is incomplete in any respect, shall be rejected summarily at any stage.
- ix) The venue, date, time of the Test/Interview, result, notice and corrigendum (if any) relating to this recruitment process will be informed on the official website of the High Court i.e. **www.highcourtchd.gov.in**. However, it shall be the responsibility of the candidates to keep themselves updated about the same. The High Court shall not be responsible in any manner in case any candidate could not appear in the Test/Interview or any other stage due to non-visiting of website, where important information regarding different stages is uploaded or for receiving the E- mail in spam box of their email account.
- x) The original documents shall be produced by the candidates as and when demanded by the High Court.
- xi) The scrutiny of Application Forms can be done at any stage. The candidature of candidates, who are found not meeting the eligibility criteria, shall be rejected during or after the scrutiny process.
- xii) Any attempt on the part of a candidate to obtain support for his/her

candidature by any unfair means will make him/her liable for disqualification and legal action.

- xiii) No candidate shall be allowed to enter the venue of Test/Interview with any electronic device such as mobile phone etc., watch, ornaments (jewellery items) & other baggage material. Candidates are advised to strictly adhere to the instructions mentioned in this regard on their E-admit Cards.
- xiv) The candidature of candidate, who conceals any material fact or furnishes any false information, can be rejected by the High Court at any stage.
- xv) In case of any discrepancy in advertisement published in various newspapers etc., the contents as put on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in shall prevail.
- xvi) Online application form is available only on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in. The High Court shall not be responsible for any kind of cheating, phishing and fraudulent activity by any illegal means on the internet, in respect of online application fee and form.
- xvii) Candidates 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 so as to avoid the possibility of disconnection/ inability/ failure to log on the website on account of heavy load on internet or website jam. The High Court shall not be responsible if any candidate fails to apply or complete the Registration process due to aforementioned reasons. The cut-off date to apply for the post is sacrosanct. No candidate shall be allowed to apply after cut-off date under any circumstance.
- xviii) All other terms and conditions of recruitment not covered in the detailed employment 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.

12. **ONLINE APPLICATION PROCEDURE**

- (i) Online application form is available only on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in/
- (ii) Candidates are advised to read the detailed employment

notice/advertisement before filling up the application form.

- (iii) Incomplete application form shall be rejected out-rightly and no correspondence shall be entertained in this regard.
- (iv) Candidates must ensure that they have access to good internet facility with reasonable speed to ensure proper completion of filling the online application including online payment of fee.
- (v) Candidates are advised 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. Candidates must give a valid Mobile number as all the SMSs during the process will be sent on that number.
- (vi) Candidates are advised not to change their Mobile number/E-mail ID which they have mentioned at the time of Registration. Candidates are also advised not to give mobile number/E-mail ID of unknown person/stranger to avoid any future complication. The High Court 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 the responsibility of the candidates to update themselves by visiting the website of the High Court and by checking their E-mail Account/SMS regularly for important notifications.
- (vii) Before starting to fill-up the online application form, candidates must keep the following information ready with them:
 - ✓ 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 30 days 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 shall be entertained after its submission.
- (ix) The Candidates are advised to retain printed/hard copies of their online Application Form and produce the same as and when asked to do so.

- (x) In case, candidates experience any difficulty in downloading the Admit card, they may contact the Helpline number for assistance. Unique Registration ID may be kept handy while contacting the Helpline number.
- (xi) The candidates must carefully check the information before submitting the same. Candidates will be responsible for any mistake committed in the online application form and the High Court shall not be responsible or liable in any manner. Any information submitted by a candidate in the application will bind him/her personally and if such information is found to be false, then the candidate shall be liable for criminal prosecution apart from consequences under civil law, as may be deemed proper.
- (xii) Any application without uploading proper photograph and signature will be summarily rejected. The candidates must retain with them five copies of the photograph uploaded with the online Application Form as the same will be required at the time of Test/Interview. Any person trying to upload irrelevant photographs or any other material would be proceeded against as per law.
- (xiii) Candidates may take screenshot in case an error occurs during the filling up of application form to take up the matter with the Helpdesk.
- (xiv) Candidates are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.
- (xv) Helpdesk option shall be provided to candidates in the online application form itself for resolving any problem faced by them while filling the application form.
- (xvi) Candidates are advised to kindly go through all the general links available on the application form page before raising any query.
- (xvii) For any technical query regarding filling up of online application form, candidates can call at Helpline number **8100091298** on all working days between 11:00 A.M. to 05:30 P.M. For any other query regarding terms and conditions of advertisement, candidates 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 domiciled / 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 For _____

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 Department/Semi-Government Department or in any Corporations/ Board)

I, Undersigned hereby forward the online application form of Sh./Ms._____ Son/Daughter/Wife of Shri_____ for the post of Peon (Residential) on the Establishment of Punjab and Haryana High Court, Chandigarh (Employment Notice No. _____) and has got no objection if the candidate appears in the Test/Interview. 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/wife of Sh._____, Resident of _____, do hereby solemnly affirm and declare as under:-

(1) That the particulars of my ‘close relative(s)’ i.e. Husband, Wife, Father, Father-in-Law, Mother, Mother-in-Law, Brother, Brother-in-Law, Sister, Sister-in-Law, who is/are already working in the High Court of Punjab and Haryana, Chandigarh and/or in the Subordinate Courts in the States of Punjab, Haryana and U.T., Chandigarh are as under:-

S. No.	Name of Close Relative	Relationship	Name of office and post

(2) That I aforesaid deponent do hereby solemnly affirm that the above information furnished by the me is true and correct and in the event of any information found to be incorrect/false or some material fact found to have been concealed or suppressed at any stage, my selection/appointment will liable to be cancelled/terminated without any notice to me.

DEPONENT

Place:

Dated:

Annexure-IV

AFFIDAVIT / UNDERTAKING

I, _____ son/daughter/wife of Sh. _____,
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 liable to be cancelled /
terminated without any notice to me.

DEPONENT

Place:-

Dated:-