

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH
DETAILED EMPLOYMENT NOTICE FOR THE POSTS OF
STENO TYPIST

EMPLOYMENT NOTICE No. 01/ST/HC/2026

DATED: 17/02/2026

Candidates can apply online From	17/02/2026	11:59 P.M.
Last date/time for Online Registration	10/03/2026	11:59 P.M.

To fill up 25 vacant posts of Steno Typist on the establishment of High Court of Punjab and Haryana, Chandigarh, online applications from eligible candidates are invited upto **10/03/2026**. Category wise bifurcation of posts is as under:-

NAME OF POST	CATEGORIES	Direct Posts	Departmental Posts
Steno Typist	General Category	13	-
	SC/ST/BC	02	-
	Ex. Servicemen	01	-
	Persons with Disability	01	-
	(i) Lower Limb Disability (ii) Low Vision Disability		
	Total Vacancies	17	8

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 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 Hon’ble High Court of Punjab and Haryana for its employees.

1. AGE:-

(A) AGE CRITERIA FOR DIRECT POSTS:-

No person shall be eligible for recruitment to the direct post of Steno Typist if he/she is less than 18 years or more than 30 years of age as on **10/03/2026**. However, for the candidates belonging to below mentioned categories, the upper age limit shall be relaxed by following number of years:-

(i)	Persons with Lower Limb Disability and Low Vision Disability (having not less than 40% disability)	10 years.
(ii)	Ex-servicemen	By number of years equal to their defence service plus 3 years.
(iii)	SC/ST/BC of Punjab, Haryana and UT, Chandigarh	03 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 or Haryana or 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, PwD and 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.

(B) AGE CRITERIA FOR DEPARTMENTAL POSTS:-

The minimum and maximum age of candidates applying for the Departmental Posts of Steno Typist shall be 18 years and 35 years, respectively as on **10/03/2026**.

2. QUALIFICATION

No candidate shall be eligible to apply for the post of Steno Typist unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto of a recognised University and has proficiency in operation of Computers (Word Processing and Spread Sheets)

Merely satisfying eligibility criteria do not entitle a candidate to be called for the Test. The High Court reserves the right to adopt any criterion to short list the number of candidates to be called for the Test.

The Candidates should fulfill all the eligibility conditions of age, qualification etc. on the last date of online submission of applications i.e. **10/03/2026**.

3. FEE

DETAILS OF FEE [Payable Online and Non-Refundable]

Sr. No.	Category	Application Fee (in rupees)
1.	General and SC/ST/BC of areas/States other than Punjab, Haryana and U.T. Chandigarh	₹ 1000/-
2.	SC/ST/BC of areas/States of Punjab, Haryana and U.T. Chandigarh	₹800/-
3.	Persons with Lower Limb Disability and Low Vision Disability (having not less than 40% disability)	₹ 800/-
4.	Ex-servicemen	₹800/-
5.	Departmental Posts	₹1000/-

Note:- The online Transaction charges shall be levied extra.

4. RESERVATION/RELAXATION

Benefit of SC/ST/BC reservation as well as age and fee relaxation in recruitment to the posts of Steno Typist 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 candidates of other areas shall be treated in "General Category".

Benefit of reservation and fee relaxation under Ex-Servicemen category is available only to Ex-Servicemen themselves and not to their dependents. Ex-Servicemen candidates shall be required to submit copy of application form alongwith self attested complete copy of their discharge book at the time of testimonials checking or as and when called by the High Court.

Candidates with less than 40% Lower Limb and Low Vision Disabilities , as well as persons having disabilities other than Lower Limb and Low Vision, shall be considered under the "General Category".

Reservation for Persons with Disabilities (PwD) shall be governed by Rules adopted/framed by High Court and amended from time to time. Category once specified/selected in the application form cannot be changed on any ground.

5. MODE OF SELECTION

In Word Processing/Transcription Test, the candidates shall be required to take down dictation at the speed of 80 w.p.m. in English Shorthand and to transcribe the same on the computer at the speed of 20 w.p.m. The shorthand dictation shall be of 05 minutes duration. No candidate shall be considered to have qualified the Test if he/she commits more than 4% mistakes. Spread Sheets Test (10 marks) shall be only qualifying in nature and of 10 minutes duration. To qualify the Spread Sheets Test, candidates shall have to secure 40% or more marks i.e. 4 or more marks. Final lists of qualified candidates (category wise) will be prepared on the basis of merit in the Word Processing/Transcription Test.

After the Test, candidates will be called through SMS or Email for checking of their original testimonials. Merely because a candidate is called for checking of testimonials, it does not mean that he/she has qualified the Test or is eligible for selection. The High Court reserves the right to determine the number of candidates to be called for testimonials checking.

All other terms and conditions of recruitment, which are 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.

6. GENERAL INSTRUCTIONS

- (i) Candidates shall have to submit the print out of their application form along with supporting documents (i.e. Proof of Qualification, Date of Birth, Caste Certificate, Disability Certificate etc.) at the time of testimonials checking or as and

when called by the 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. They, besides production of latest BC certificate, shall have to furnish a Declaration (**Annexure 'I'**) appended with detailed online advertisement, at the time of testimonials checking or as and when called by the High Court.

(iii) Candidates who are working in Government Departments/ Semi-Government Departments/ Corporations/ Boards, shall, apart from other requisite documents, shall have to submit Forwarding Letter/No Objection Certificate (NOC) on format (**Annexure 'II'**) issued by respective Head of the Departments, at the time of testimonials checking or as and when called by the High Court. However, the High Court reserves the right to seek fresh NOC from the concerned department at the time of giving offer of appointment.

The candidates who are working on contract or ad hoc basis in Government offices are not considered as government employee and they shall have to apply as non-departmental candidates.

(iv) Candidates shall have to submit Affidavit (**Annexure 'III'**) about any of their close relative(s) working in the Establishment of the High Court or any District Court in the States of Punjab or Haryana or U.T., Chandigarh, at the time of their testimonials checking. 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 Affidavit (**Annexure 'IV'**) appended with detailed online advertisement about their previous employment(s), if any, at the time of testimonials checking. Previous employment(s) means any employment(s) which candidate had already left in Government Departments/ Semi-Government Departments/ Corporations/ Boards before filling up the online application form.

(vi) All the original documents i.e. Qualification Certificates alongwith additional qualification(s) (if any), Date of Birth, Caste Certificate, No Objection Certificate, Disability Certificate etc. will be checked at the time of testimonials checking.

(vii) Candidates are requested to keep with them the printout of their application form along with all the relevant documents (i.e Age, Qualification, Date of Birth, No Objection Certificate, Caste Certificate, Disability Certificate etc.) after completing the process of online submission of application form as the same will be checked at the time of testimonials checking.

7. FOR REGULAR GOVERNMENT EMPLOYEE:

The candidates who are working in Government Departments/ Semi Government Departments/ Corporations/ Boards, at the time of applying for the post of Steno Typist, are required to obtain No Objection Certificate from their Head of 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 the 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 particulars mentioned/information given in the application form. 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 the 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. The High Court may shortlist the candidates at any stage of the recruitment process as per the requirement. No inquiry or correspondence shall be entertained in this regard.

9. 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.highcourtchd.gov.in and entering the requisite information. Admit Cards shall not be sent by post. Mere issuance of provisional E- Admit Card does 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 the 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/ Self attested on their 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 enter the examination centre and no request in this regard shall be entertained at the time of examination or any time later, under any circumstance.

Candidates are advised to visit the website of the High Court of Punjab and Haryana, Chandigarh i.e. www.highcourtchd.gov.in and check their E-Mail accounts

(inbox as well as spam box) regularly for updates and important information about the recruitment process. Unnecessary correspondence with the High Court should be avoided.

10. **DATE OF EXAMINATION**

The date of examination will be notified on the official website (**www.highcourtchd.gov.in**) of the High Court of Punjab and Haryana, Chandigarh and candidates are advised to regularly visit the website.

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 the Test. The High Court reserves the right to alter/modify or 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 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 or for 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, 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/Testimonials checking/any other stage due to non-visiting of website, where important information regarding different stages is uploaded or due to receiving the E- mail in spam box of their email account.
- x) Original supporting documents shall be produced by the candidates as and when demanded.
- xi) No candidate shall be allowed to enter in the examination centre with mobile phone or any other electronic device, 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.
- xii) The candidature of candidate, who conceals any material fact or furnishes any false information, can be rejected by the High Court at any stage.
- xiii) In case of any discrepancy in advertisement published in various newspapers etc., the content as put on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in shall prevail.
- xiv) Online application form is available only on the official website of Hon'ble 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 illegal means on the internet, in respect of online application form and fee.
- xv) 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.
- xvi) 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.

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 shall be rejected summarily 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 SMS(s) 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 the 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 High Court and by checking their Email 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 SMS(s)
 - ✓ 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 copy of their online Application Form and produce the same as and when asked to do so.
- x. The scrutiny of Application Forms can be done at any stage. The candidature of Candidates, who are found to be not meeting the eligibility criteria, shall be rejected during or after the scrutiny process.
- xi. 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.
- xii. In case, the 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.
- xiii. The Candidates must carefully check the information before submitting the same. Candidates will be responsible for any mistake committed while filling 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 form 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.
- xiv. 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 may be required at different stages of the process. 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 up of application form to take up the matter with the Helpdesk.
- xvi. The candidates are advised to re-check their details before paying

the application fee, as fee once paid shall not be refunded.

- xvii. 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.
- 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 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 _____

"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 Corporation/ Board)

I, undersigned hereby forward the online application form of Sh./Ms. _____
 _____ Son/Daughter/Wife of Sh. _____ for the posts of Steno
 Typist 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.
 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

I, _____ son/daughter/wife of _____, resident of _____ do hereby solemnly affirm and declare as under:-

(1) That the particulars of my close relative(s) working in the High Court of Punjab and Haryana, Chandigarh and/ or in the District Courts of 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 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 be liable to be cancelled/ terminated without any notice to me.

DEPONENT

Place:

Dated:

Annexure 'IV'

AFFIDAVIT

I, _____, son/daughter/wife of _____, resident of _____
_____, do hereby solemnly affirm and declare as under:-

1. That the particulars of my previous employment(s) 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: