# HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

## DETAILED EMPLOYMENT NOTICE FOR THE POST OF CHOWKIDAR

### EMPLOYMENT NOTICE No. 06/CHK/HC/2026, DATED:31.10.2026

| | | |
|---|---|---|
| **Applicant can apply online from** | **31.10.2026** | **11:59 P.M.** |
| **Last date/time to submit online application form** | **21.11.2026** | **11:59 P.M.** |

To fill up 22 posts of Chowkidar on the establishment of High Court of Punjab and Haryana, Chandigarh, online applications from eligible applicants are invited up to 21.11.2026. Category wise bifurcation of above said posts is as under: -

| **NAME OF THE POST** | **TOTAL NUMBER OF VACANCIES - 22** | |
|---|---|---|
| CHOWKIDAR | General Category | 19 |
| | SC/ST/BC | 02 |
| | Ex-Servicemen | 01 |

**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 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 Hon'ble High Court of Punjab and Haryana for its employees. The duty hours of the selected candidates may extend beyond normal working hours and even at odd hours.

1. **AGE FOR THE POST OF CHOWKIDAR: -**

The age of applicants for all the categories should not be less than 18 years and not more than 35 years as on 21.11.2026. However, for the applicants belonging to Ex-serviceman Category, upper age limit shall be relaxed by number of years equal to their defence service plus 03 years.

No document except Matriculation Certificate issued by any recognized Education Board (in case candidate is matriculate or more)

or the Birth certificate issued by Registrar of Births and Deaths (in case candidate is having qualification less than Matric) shall be admissible as a proof of date of birth for all categories.

**Note: The applicants shall have to fulfill all the eligibility conditions regarding age, qualification etc. on the last date of online submission of application i.e. 21.11.2026.**

2. **QUALIFICATION FOR THE POST OF CHOWKIDAR: -**

Minimum Middle Standard and maximum 10+2 from recognized School Education Board/recognized School. Applicants having qualification higher than the maximum prescribed above shall not be eligible.

3. **DETAILS OF FEE (Payable Online and Non-Refundable): -**

| Sr. No. | Category | Application Fee in ₹ |
|---|---|---|
| 1. | General | 700/- |
| 2. | SC/ST/BC | 600/- |
| 3. | Ex-servicemen | 600/- |

**Note: The Online transaction charges shall be levied extra.**

There shall be no application fee for the applicants applying being dependents of the Ex-Servicemen, who are disabled/deceased during the active operation, provided that such applicants 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 their testimonials checking or as and when called by the High Court.

4. **RESERVATION AND FEE RELAXATION: -**

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 applicants of other areas/states shall be required to apply under “General Category”.

Benefit of reservation, fee and age relaxation under Ex-

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

5. **MODE OF SELECTION: -**

The candidates for the post of Chowkidar shall be selected on the basis of their performance in interview which shall be of 50 marks, comprising of 25 marks for suitability to the job and 25 marks for etiquettes/manners. Keeping in view the number of applications received for such post, any suitable shortlisting criterion can be followed which will be informed to the candidates at appropriate time.

6. **GENERAL INSTRUCTIONS**: -

(i) Candidates are advised to keep printouts of their application form along with supporting documents i.e. Proof of Qualification, Date of Birth, Caste Certificate, No Objection Certificate (if any) etc., to produce 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/U.T. They, besides production of latest BC certificate, 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 Department(s)/ Semi Government Department(s)/ Corporation(s)/ Board(s), shall, apart from other requisite documents, 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, Son, Son-in-Law, Daughter, Daughter-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 or as and when called by the High Court. Previous employment(s) means any employment(s) which candidate had already left in Government Department(s)/ Semi Government Department(s)/ Corporation(s)/ Board(s)/ PSU(s) before filling up the online application form.

(vi) Candidates shall have to furnish an affidavit **(Annexure 'V')** at the time of their testimonials checking or as and when called by the High Court to the effect that their qualification is not more than 10+2 on the last date of filling up the application form and in case of concealment regarding above fact by any candidate, he/she shall be liable for criminal action and for termination from service, if he/she gets finally selected.

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

**7. <u>FOR REGULAR GOVERNMENT EMPLOYEES</u>: -**

The applicants, who are working in Government Department(s)/ Semi Government Department(s)/ Corporation(s)/ Board(s)/ PSU(s), at

the time of applying for the posts of Chowkidar, 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 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 for participating in the recruitment process for the post of Chowkidar will be uploaded on the official website of the 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 venue of Interview 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 INTERVIEW: -**

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

**11. IMPORTANT INSTRUCTIONS: -**

i) Any applicant 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 only.

ii) Merely satisfying the eligibility criterion does not entitle the applicant to be called for interview. Hon'ble High Court reserves the right to alter/modify 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) The candidates applying under backward class category must ensure that they possess the caste/community certificate and do 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 participating in the different stages of recruitment process.

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.

ix) The venue/ date/ time of the interview, result, notice or corrigendum (if any) of 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. High Court shall not be responsible in any manner in case any candidate could not appear in the interview or at any other stage of the recruitment process due to non-visiting the website where important information regarding different stages is uploaded or for receiving E-mails in spam box of his/her e-mail account.

x) The Original supporting documents shall be produced by the candidates as and when demanded.

xi) No candidate shall be allowed to enter the interview center with mobile phone or any other electronic device, watch, ornaments (jewelry 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, the contents as put on the official website of the Punjab and Haryana High Court i.e. (**www.highcourtchd.gov.in**) shall prevail.

xiv) Link for 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.

xv) 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 so as to avoid the possibility of disconnection/inability/failure to log on the website on account of heavy load on internet/website jam. The High Court shall not be responsible if any applicant fails to apply or complete the registration process due to aforementioned reasons. The last date to apply for the post is sacrosanct. No person shall be allowed to apply after the last date under any circumstance.

xvi) No man who has more than one wife living and no women who is married to a man having already a wife living shall be eligible for appointment to the post of Chowkidar.

xvii) All other terms and conditions of recruitment not covered in this advertisement 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) Link for online application form is available only on the

official website of the Punjab and Haryana High Court i.e. **www.highcourtchd.gov.in**.

(ii) Applicants 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) Applicants must ensure that they have access to good internet facility to ensure proper completion of the online application form including online payment of fee.

(v) Applicants are advised to have a valid personal active E-mail address as all the information regarding recruitment process will be sent on their recorded E-Mail address 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) Applicants are advised not to change their Mobile number/E-mail address which they have mentioned at the time of registration. Applicants are also advised not to give mobile number/ E-mail address 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 E-mail Account/SMS regularly for important notifications.

(vii) Before starting to fill-up the online application form, applicants must keep the following information ready with them:

- ✓ Personal details
- ✓ Valid and active E-mail address
- ✓ Valid and active mobile number for receiving SMS
- ✓ 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.
- ✓ Scanned copy of FIR, Conviction/Acquittal orders etc. (if any).
- ✓ Scanned copy of document to claim fee relaxation being Dependent of Ex-Servicemen (if any).

(viii) Applicants 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 Applicants are advised to retain printed copies 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 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. Registration number must be kept handy while contacting the Helpline number.

(xiii) The applicants must carefully check the information before submitting the same. Applicants 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 an applicant in the application form will bind him/her personally and if such information is found to be false, then the applicant shall be liable for consequences.

(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 recruitment process. Any person trying to upload irrelevant photographs or any other objectionable material would be proceeded against as per law.

(xv) Applicants may take screenshot in case an error occurs while filling up the application form to take up the matter with the Helpdesk.

(xvi) The applicants are advised to re-check their details before paying the fee, as fee once paid shall not be refunded.

(xvii) Helpdesk option shall be provided to applicants in the online application form itself for resolving any problem faced by them while filling the application form.

(xviii) Applicants are advised to 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, applicants can call **at Helpline numbers 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, 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/U.T. 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(s)/Semi-Government Department(s)/Corporation(s)/ Board(s)/PSU(s))

I, Undersigned, hereby forward the online application form of Sh./Ms._____Son/Daughter/Wife of Shri _____ for the post of _____ on the Establishment of Hon'ble Punjab and Haryana High Court, Chandigarh (Employment Notice No. _____) and has got no objection if the candidate participates in the different stages of recruitment for above said post. 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 departmental proceeding(s) 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**

(To be attested by a Notary Public)

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

That the particulars of my 'close relative(s)' i.e. husband, wife, father, father-in-law, mother, mother-in-law, brother, brother-in-law, son, son-in-law, daughter, daughter-in-law, sister and sister-in-law, who is/are already 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 |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**DEPONENT**

**Verification:**

Verified at _____ (Place), on dated _____, that the contents of my affidavit are true and correct to my personal knowledge and no part of this affidavit is false and nothing material has been concealed herein.

**DEPONENT**

Place:

Dated:

**Annexure 'IV'**

**AFFIDAVIT**

(To be attested by a Notary Public)

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

That the particulars of my previous employment(s) are as under: -

| S. No. | Name of the Office | Post Held | Period of Service |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

**DEPONENT**

**Verification:**

Verified at _____ (Place), on dated _____, that the contents of my affidavit are true and correct to my personal knowledge and no part of this affidavit is false and nothing material has been concealed herein.

**DEPONENT**

Place:

Dated:

**Annexure 'V'**

**AFFIDAVIT**

(To be attested by a Notary Public)

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

That I do not possess any qualification higher than 10+2 on the date of applying for the post of Chowkidar (Advertisement No._____ dated_____) on the establishment of Hon'ble Punjab and Haryana High Court.

**DEPONENT**

**Verification:**

Verified at _____ (Place), on dated _____, that the contents of my affidavit are true and correct to my personal knowledge and no part of this affidavit is false and nothing material has been concealed herein.

**DEPONENT**

Place:

Dated: