

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

EMPLOYMENT NOTICE No.04/DRV/HC/2026

DATED: 28/08/2026

Candidates can apply online From	28/08/2026	11:59 P.M.
Last date/time for Online Registration	18/09/2026	11:59 P.M.

To fill up 25 vacant posts of Driver on the establishment of the High Court of Punjab and Haryana, Chandigarh, online applications from eligible candidates are invited upto **18/09/2026**. Category wise bifurcation of posts are as under:-

NAME OF POST	Total Number of Vacancies :- 25	
DRIVER	General Category	21
	SC/ST/BC	03
	Ex-Servicemen	01

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 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. The duty hours of the selected candidates may extend beyond normal working hours and even at odd hours.

1. AGE:-

The age of candidates for all the categories should not be less than 18 years and more than 35 years as on 18/09/2026. However, for the candidates belonging to Ex-servicemen category, the upper age limit will be relaxed by number of years equal to their defence service plus 3 years.

Note:- The candidates shall have to fulfill all the eligibility conditions regarding age, qualification, experience etc. as on the last date for submission of online application i.e. 18/09/2026.

2. QUALIFICATION AND EXPERIENCE

The candidate should possess following academic qualifications, experience and other requirements:-

- The candidate should be at least 10+2 pass with Punjabi/Hindi as one of the subjects in matriculation examination.

- ii) The candidate should possess a valid licence of 'Light Motor Vehicle (LMV)'. No presumption of eligibility or competency to drive Light Motor Vehicle will be drawn on the basis of any other higher category endorsed on the Driving License.
- iii) The candidate should not have been convicted of any offence for negligent driving and should have a minimum of two years experience of driving of car.

3. 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.	Ex-servicemen	₹800/-

Note:- Online transaction charges shall be levied extra and the application fee/charges once paid will not be refunded.

4. RESERVATION/RELAXATION

Reservation benefits, including fee relaxation, for applicants belonging to SC/ST/BC categories shall be available to those only who possess SC/ST/BC certificate issued by the competent authority and are also domiciled/permanent residents of States of Punjab, Haryana, or UT Chandigarh. Applicants, who are residents of other states, shall be considered under the “General Category”.

Applicants belonging to the BC Category must ensure that they fulfill the necessary condition as to exclusion of “Creamy Layer” as per the rules applicable in their respective States/U.T. Chandigarh. In addition to submitting the latest BC Certificate, they must furnish an undertaking in this regard at the time of their testimonials checking or whenever asked by the High Court.

Reservation benefits, including 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 alongwith 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**

Keeping in view the number of applications received for the post of Driver, any suitable shortlisting criteria can be followed which shall be informed to the candidates by way of a public notice at appropriate time. Provisionally allowed candidates shall be called for Practical Test-cum-Interview. Selection to the post of Driver shall be made on the basis of performance in Practical Test-cum-Interview.

Mere selection on the basis of Practical Test-cum-Interview shall not give any right to any candidate to claim appointment to the post of Driver. Candidates proposed to be appointed will be required to work on trial period (as determined by the High Court) for which they will be paid remuneration as per rates applicable to the daily wagers as approved by the Deputy Commissioner, Chandigarh. Candidates would be considered for appointment only after the successful completion of trial period as per the assessment of the High Court.

All other terms and conditions of recruitment, which are not covered in 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, Experience Certificate etc.) at the time of their testimonials checking or as and when called by the High Court.
- ii) Candidates belonging to BC Category shall ensure that they fulfill necessary condition 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'**) at the time of their 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, have to submit Forwarding Letter/No Objection Certificate (NOC) on format (**Annexure 'II'**) issued by Head of the Department, at the time of their 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 appointment to the post of Driver.

The candidates who are working on contract or adhoc 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, Daughter, Daughter-in-Law, Son, Son-in-Law, Brother, Brother-in-Law, Sister, Sister-in-Law.
- v) Candidates shall have to furnish information in the online application form and submit an undertaking on format (**Annexure 'IV'**) about neither being convicted for rash or/and negligent driving under any law nor any such proceeding being pending against him/her in any Court/Authority, at the time of Testimonials Checking/Practical Test-cum-Interview.
- vi) In case a candidate relies upon a Driving License issued by the Military Authorities, he/she, at the time of testimonials checking, shall produce a certificate in a format (**Annexure 'V'**) from the Competent Authority that the said Driving License fulfils the requirements prescribed in the detailed employment notice.
- vii) Candidates shall have to furnish experience certificate of driving a car for a minimum of 2 years at the time of Testimonials Checking or as and when called by the High Court.
- viii) Candidates shall have to furnish information in the online application form and submit undertaking on format (Affidavit/Undertaking **Annexure 'VI'**) about their previous employment(s), if any, at the time of their testimonials checking. Previous employment(s) means any employment(s) which candidate had already left in Government Departments/ Semi-Government Departments/ Corporations/ Boards.
- ix) All the original documents i.e. Driving License, Qualification Certificates, Experience Certificate, Caste Certificate etc. will be checked at the time of Testimonials Checking or as and when called by the High Court.
- x) 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, Experience 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/PSU/Corporations/ Boards etc., at the time of applying for the post of Driver, 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 decision of the 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 candidates. The High Court may shortlist the candidates at any stage of the recruitment process. No inquiry or correspondence shall be entertained in this regard.

The selected candidates may also be posted at Delhi or in any district of Punjab and Haryana from time to time. However, in this regard, no extra perks or allowance shall be paid to them.

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 testimonials(s) and / or to substantiate particulars/ information will lead to rejection of candidature. No variation will be either accepted or allowed to be explained.

9. E-ADMIT CARD:-

The Link for downloading E-Admit Cards of provisionally eligible candidates to appear for different stages of recruitment process for the posts of Driver 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 at any point of time, if the candidate is found to be not fulfilling the eligibility conditions.

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 Practical Test-cum-Interview.

Candidates are advised to visit the website of the High Court 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 PRACTICAL TEST-CUM-INTERVIEW

The date of Practical Test-cum-Interview will be notified on the official website (www.highcourtchd.gov.in) of the High Court, hence, 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 criteria does not entitle the candidates to be called for Practical Test-cum-Interview for the post of Driver. 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 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 a 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 Practical

Test-cum-Interview or for checking of their 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 date, time and venue of the Practical Test-cum-Interview for the post of Driver, result, notice and corrigendum (if any) 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 a candidate fails to appear for Practical Test-cum-Interview/Testimonials Checking etc. due to non-visiting of the website where important information regarding different stages of the recruitment process is uploaded or due to receiving the E-mail in spam box of his/her E-mail account.
- x) Original supporting documents shall be produced by the candidates as and when demanded.
- xi) The candidates shall not be allowed to enter the venue of Practical Test-cum-Interview/ Testimonials checking etc. 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, the content as put on the official website of the Punjab and Haryana High Court i.e. www.highcourtchd.gov.in shall prevail.
- xiv) Link for submission of online application form is available only on the official website of the High Court (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 fee and form.
- 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/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) 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 Driver.
- xvii) All other terms and conditions of recruitment, which are not covered in the 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) Link for submission of online application form is available only on the official website of the High Court (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 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 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 signature.
- 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) 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 of the recruitment process. 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 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 _____

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 Corporation/ Board)

I, undersigned hereby forward the online application form of Sh./Ms._____Son/Daughter/Wife of Shri_____ for the post of Driver on the Establishment of Punjab and Haryana High Court, Chandigarh (Employment Notice No.04/DRV/HC/2026) and has got no objection if the applicant appears in the Practical Test-cum-Interview/Testimonials Checking for abovesaid 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 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), who 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

(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’

**(STAMP UNDER LAW)
AFFIDAVIT**

(to be attested by Oath Commissioner / Notary / Magistrate)

I, _____ Son/Daughter/Wife of _____
_____ R/o _____

bearing License No. _____ do hereby solemnly affirm and declare as
under:-

- 1. That I am a resident of _____.
- 2. That I have never been convicted for rash or / and negligent
driving under any law nor any such proceedings are pending in
any Court or before any Authority against me.

Place:-

Dated:- _____

Deponent

Verification:-

It is verified that the contents of para No. 1 & 2 are true and correct and
nothing has been concealed therein.

Place:-

Dated:- _____

Deponent

Annexure ‘V’

(LETTER HEAD)

TO WHOM IT MAY CONCERN

I, (undersigned) personally certify that Sh./Smt. _____
Son/Daughter/Wife of Sh. _____ R/o _____
_____ holder of Driving License No. _____
_____ has been driving car since ____ / ____ / ____ to
____/____/ ____ with / under _____. The said Driving
License fulfils the requirements prescribed in the Detailed Employment
Notice _____.

(Name of person or Organization)

Place:- _____
Dated:- _____

Signature :- _____
**Name of issuing authority with
Stamp of Seal with Date.**

Annexure ‘VI’

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.

Place:-

Dated:-_____

Deponent

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