

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SANGRUR**

(Telephone no.01672-234040)

**PUBLIC APPOINTMENT NOTICE**

Applications on prescribed proforma are invited along with self attested copies of testimonials and two recent passport size photographs duly signed by the candidate with complete bio-data up to **22<sup>nd</sup> November, 2021** by **5:00 PM** for filling up the following vacant posts of Clerks on ad-hoc basis. The qualification and other criteria to fill up these posts are as under:-

| Post  | No. of posts  | Pay Scale   | Qualification  | Age limit<br>(Age as on<br>01.01.2021)  |
|---|---|---|--|---|
| <b>Clerks (On ad-hoc basis) for a period of six months or till regular appointments are made by Hon'ble High Court, whichever is earlier.</b> | <b>Total= 36</b><br>General-21<br>SC Others-05<br>SC Mazhbi-04<br>BC/OBC-03<br>ESM(Gen.)-02<br>ESM(SC)-01 | Consolidated monthly salary as per Punjab Govt. Letter No. 7/204/2012-4FP1/66 dated 15.01.2015 and 7/204/2012-4FP1/1049 dated 21.12.2015 subject to increase or decrease on account of revision of DC rates or any further directions received from the Hon'ble High Court. | 1. Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognised University.<br>2. The candidate should have passed Punjabi language as a subject in Matriculation examination.<br>3. The candidate should have proficiency in the computer application (Word processing and Spread Sheet). | The candidate should be between 18 to 37 years of age as on 01.01.2021 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government. |

(PROFORMA)

**OFFICE OF DISTRICT & SESSIONS JUDGE, SANGRUR**

APPLICATION FOR THE POST OF \_\_\_\_\_

Recent  
Passport  
Size  
Photograph

1. Name : \_\_\_\_\_  
(To be filled in Capital Letters)
2. Father/Husband's name : \_\_\_\_\_  
(To be filled in Capital Letters)
3. Date of Birth (Attach Proof) : \_\_\_\_\_
4. Age as on 01.01.2021 : \_\_\_ Years \_\_\_ Months \_\_\_ Days
5. Educational Qualification: \_\_\_\_\_  
(Attach Proof)
6. Category (Attach Proof) : \_\_\_\_\_  
(Gen./SC/BC/OBC/ESM etc.)
7. Permanent Address : \_\_\_\_\_

8. Correspondence Address : \_\_\_\_\_  
 9. Nationality : \_\_\_\_\_  
 10. Experience, if any : \_\_\_\_\_  
 11. Telephone/Mobile No. : \_\_\_\_\_

Enclosures:

Date:  
Place:

Signature of applicant

**NOTE/INSTRUCTIONS**

1. Posts shall be filled up on the basis of following qualifying criteria:

**A:- Written Test**

| Sr. No. | Subject             | Max. Marks | Qualifying Marks |
|---------|---------------------|------------|------------------|
| 1       | English Composition | 50 Marks   | 33%              |
| 2       | General Knowledge   | 50 Marks   | 33%              |

**B:- From the candidates satisfying the requisite criteria, the shortlist of candidates having more merit, shall be prepared and called for Computer-proficiency test.**

2. The candidates who had already applied for the post of Clerk on ad-hoc basis in view of this office notice dated 30.01.2020 and published in daily newspaper "Charhdikala" dated 31.01.2020, needs not to apply again, as their applications shall also be scrutinized for the process of filling up the post of Clerks on ad-hoc basis.
3. Venue and schedule of test/interview shall be notified on or after **30.11.2021** on the website of this office i.e <https://districts.ecourts.gov.in/india/punjab/sangrur/recruit> from time to time. No separate information/letter will be issued for the same, as such the candidates are requested to check the website of this office in routine for further information.
4. The incomplete applications and applications received after 5:00 p.m either by post on due date i.e 22.11.2021 shall be rejected, without assigning any reason. This office shall not be responsible for any postal delay or wrong delivery, whatsoever.
5. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.
6. Number of above-said posts may increase or decrease on both sides.
7. If no suitable candidate is available for the reserved category posts, then the reserved post will be filled up from amongst General Category candidates.
8. If suitable Ex-servicemen of Punjab are not available only then dependents of Ex-servicemen of Punjab will be considered against the reserved vacancies of Ex-servicemen.

9. In case of cancellation/postponement of test/interview for the aforesaid posts, due to administrative reasons, this office shall not be responsible.
10. Merely satisfying the eligibility criteria do not entitle any candidate to be selected. This office reserve the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
11. Candidate belonging to reserve category will have to attach a copy of certificate issued by the authorities concerned along with the application failing which his/her application shall be treated in General Category.
12. The application form should be addressed to the office of learned District & Sessions Judge, Sangrur. The “**application form**” is also available on the website of this office.
13. No T.A/D.A will be given to the candidates appearing for the test/interview.
14. The candidates are requested to visit/check official website of this Sessions Division time to time for updation in this regard.
15. The candidates are requested to adhere the instructions issued by the Govt. of India/Punjab Government from time to time regarding social distancing, wearing of safety equipments etc. in view of the prevailing situation novel Covid-19 at the time of interview/test.

- 41 -  
**District & Sessions Judge,  
Sangrur**

**Endorsement No. 7552 /EB dated 02/11/2021**

1. The Registrar General, Hon'ble High Court of Punjab & Haryana, Chandigarh for information.
2. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications along with service record of retrenched/surplus officials, if any to this office on or before **22.11.2021**.
3. The Director, Employment Generation and Training Bureau, Sangrur and Malerkotla for information and with the request to send the names of eligible candidates to this office till **22.11.2021** up to **5:00 PM**.
4. All the Judicial Officers posted in this Sessions Division to get the notice displayed on the notice board of their respective courts.
5. Daftri of this office to display the notice on the Notice Board of this office.
6. The Manager, “Charhdikala Newspaper” Patiala, for publishing this notice in the newspaper on 03.11.2021 and sending the bill along with copy of advertisement to this office for payment.

  
**District & Sessions Judge,  
Sangrur**  
SA