

OFFICE OF THE DISTRICT & SESSIONS JUDGE, CHANDIGARH.
EMPLOYMENT NOTICE

Applications are invited for filling up **01 (One) regular post of Process Server (General Category)** from eligible candidates on the prescribed proforma along-with self attested copies of relevant testimonials (i.e. proof of qualification, date of birth etc.) and two recent passport size photographs duly attested by Gazetted officer/Notary (one to be pasted on application form and other to be stapled), in the office of **"The District and Sessions Judge, New District Court Complex, Sector 43, Chandigarh"**, till **05:00 p.m. of 30.01.2024**. The qualification and other criteria to fill up the post is as under:-

Sr.No	Name of the Post	No. of Posts	Minimum Qualification
1	Process Server	1 (One) General Category	Candidate should have passed matriculate examination with knowledge of Hindi and Punjabi.

Note:- In view of the Chandigarh Administration's letter no. 7000/1/2-F&PO(7)/2020/12240 dated 17.09.2020, the aforesaid post shall be filled up on the payment of Rs.18,000/- as mentioned against Cell-1 of Level 1 of the Pay Matrix of Seventh Central Pay Commission, 2016 (being the lowest pay of the Pay Matrix) and other allowances admissible to the employees of Union Territory, Chandigarh, subject to the notification of Pay Scales for employees recruited/directly appointed/ appointed on compassionate grounds on or after 17.07.2020 by the competent authority, at later stage and sanction of post from time to time by U.T. Administration. **Furthermore, as per instructions issued by the Chandigarh Administration, fixed monthly emoluments (which shall not include any Grade Pay, annual increment or any other allowance) OR the pay as per D.C./labour rates, fixed by the Deputy Commissioner, Chandigarh from time to time, whichever is higher will be paid during the probation period.**

The candidate should not be less than 18 years and not more than 37 years of age, as on **01.01.2024** as per instructions of Chandigarh Administration.

Note:-

1. Before applying to the post of Process Server, a candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the application not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service without any notice. Number of post (mentioned above) may be increased or decreased without any notice.
2. The applications must be submitted on the **Application Forms, only available in the office of undersigned** and can be obtained by hand on any working day between **11:00 a.m. to 01:00 p.m. and 02:00 p.m. to 04:00 p.m. w.e.f. 20.01.2024 to 30.01.2024**.
3. Application on prescribed proforma should be legibly filled up in CAPITAL LETTERS with complete particulars alongwith contact number and E-mail ID. Candidate has to send the "signed application form" alongwith all required supporting documents. Applications without copies of relevant testimonials and that received after 05:00 p.m. of 30.01.2024 (even by Post) will not be entertained. Incomplete applications and applications not on prescribed application form will be summarily rejected and this office will not be responsible for any postal delay or

wrong delivery, whatsoever. No correspondence in this regard will be entertained by this office. Application forms received electronically shall not be entertained and will be rejected summarily.

4. Requisite lists after scrutiny of applications for appointment to the post of Process Server shall be uploaded on the official website of this Sessions Division i.e. <https://chandigarh.dcourts.gov.in/notice-category/recruitments/> on **13.02.2024**.
5. The selection of the candidates will be made purely on interview/Skill Assessment Test. Interview/Skill Assessment Test for the post of Process Server will be conducted on **19.02.2024 & 20.02.2024**. Interview for appointment to the post of Process Server shall be conducted Alphabetically as per first alphabet of the name of candidate, **in the office of the undersigned (New District Court Complex, Sector 43, Chandigarh)** as per following schedule and the candidate will be solely responsible to appear in the interview:-

<i>First Alphabet</i>	<i>Date of Interview</i>	<i>Time of Interview</i>
FOR THE POST OF PROCESS SERVER		
A to N	19.02.2024	11:00 a.m. sharp
O to Z	20.02.2024	11:00 a.m. sharp

No further intimation in this regard will be sent by this office.

6. **All the candidates must bring at least one photo ID proof and their original testimonials with them at the time of Interview.** Furthermore, the candidates have to produce original testimonials as and when demanded by this office. No TA/DA will be paid to the candidates appearing for the interview in this regard. The candidates will strictly adhere to the guidelines issued by the MHA, India, Hon'ble High Court viz-a-viz COVID-19.
7. In case of cancellation/postponement of interview due to administrative reasons, this office will not be responsible. Information in this regard as well as further updates such as lists of candidates, after scrutiny of application forms will be uploaded/displayed on the official website of this Sessions Division i.e. <https://chandigarh.dcourts.gov.in/notice-category/recruitments/> from time to time and no letter in this regard will be issued separately by this office.
8. **Special Instruction:-** The decision of the undersigned 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 applicants. No enquiry or correspondence shall be entertained in this regard.
9. Information regarding detailed terms & condition for the recruitment to the said post as incorporated in the Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 are available on the official website of this Sessions Division.

Sd/-
District & Sessions Judge,
Chandigarh.