

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KAPURTHALA
PUBLIC NOTICE

Applications on plain paper with complete bio-data including contact number/mobile number/email address alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, belonging to reserved category, two passport size photographs out of which one should be pasted on the right upper side of the application, are invited in the office of the undersigned, on or before **27.01.2025 upto 05.00 p.m.**, to fill up 02 posts of Process Server. The qualification and other criteria to fill up the said posts are as under:-

Sr. No	Post	No. of Posts	Scale	Qualification	Age as on 01.01.2025
1.	Process Server	Total = 02 Backward Class (Ex-serviceman) (01) Backward Class (01)	Pay Matrix of Level-1, with basic pay of Rs.18000/-, on the pattern of 7 th Central Pay Commission as per Hon'ble High Court Letter No.957 Spl. E.II/ VII/ L.80 (a) GE dated 01.10.2024 or as admissible from time to time.	The candidate should be matriculate with knowledge of Punjabi language.	Relaxation of age will be given to the candidates of reserved categories as per rules/ instructions of the Hon'ble High Court as well of the Government of Punjab.

PROFORMA

Application for the post of _____

1. Name : _____ (In Capital Letters)
2. Father's/Husband's name : _____ (In Capital Letters)
3. Date of Birth : _____
4. Qualification : _____
5. Category : _____
6. Permanent Address : _____ (In Capital Letters)
7. Correspondence Address : _____ (In Capital Letters)
8. Nationality : _____
9. Contact Number : _____
10. Email ID if any : _____

Note.

1. The candidates from all the categories can apply. The number of posts may be increased or decreased.
2. If, no candidate from reserve category is found suitable then the said post will be offered to the candidate belongs to General Category, as per rules.
3. Interview for the posts of **PROCESS SERVER** will be conducted as per the following schedule, with the names of the candidates starting on the following alphabets:-

ALPHABETS	DATE OF INTERVIEW
A to M	03.02.2025
N to Z	04.02.2025
4. The candidates appearing for the above said posts shall bring their original testimonials and proof of identity and proof of reserve category.
5. Incomplete applications will be rejected. The Candidates should mention the name of the post for which he/she has to apply, on the application as well as on the envelope of the application.
6. The candidates should be between the age of 18 to 35 years as on 01.01.2025. Relaxation in age will be given to the candidates belong to reserve categories as per the instructions of the Hon'ble High Court as well as the instructions issued by the Punjab Government from time to time.
7. The office reserves the right to cancel or postpone the interview for the said posts owing to some administrative reasons without any prior intimation.
8. The Pay/Salary with regard to aforesaid posts, shall be admissible as per instructions issued by the Hon'ble High Court or by the Government of Punjab, as the case may be.
9. All the eligible candidates are directed to remain in touch with the official website of this office for any further information, i.e. <https://districts.ecourts.gov.in/kapurthala>
10. No separate letter will be issued for calling the eligible candidates.
11. The applications received after due date shall not be entertained.
12. No T.A./D.A. will be paid to the candidates appearing for the interview.
13. Any information regarding the abovesaid posts can be obtained from the office of undersigned, on contact number 01822-297201, during office hours.

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District & Sessions Judge,
Kapurthala

Dated 10/1/25

Endst.No. 196

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab, with the request to obtain and send the applications alongwith service record of retrenched/surplus officials, if any, to this office on or before **27.01.2025**.
2. All the Judicial Officers working in this Sessions Division for affixing the copy of Public Notice on the Notice Board of their respective Courts, for the information of the General

System

- Public.
3. The Manager, "Punjabi Tribune", with the request to publish the above mentioned notice on 13.01.2025 and to send a copy of the newspaper alongwith its invoice, to this office, immediately.
 4. The District Employment Generation and Training Officer, District Employment Exchange, Kapurthala, for sending the list of eligible candidates alongwith applications, for the above said posts on or before 27.01.2025 upto 05:00 p.m.
 5. The Nazir of this Court to get the notice published in the news paper.
 6. Daftri of this office with the direction to display this notice on the notice boards of this Court Complex.
 7. The System Officer in this Court to upload the Public Notice on the website of this district.

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District & Sessions Judge,
Kapurthala