

**EMPLOYMENT NOTICE FOR THE POST OF PROCESS
SERVER**

Applications for three posts of Process Servers (General category) in the pay scale of Rs. 4440-7440+1650 G.P (DL), purely on temporary basis for Ambala Sessions Division are hereby invited from the general public. The essential qualification for the aforesaid post shall be as follows:-

PROCESS SERVER

Appointment to three posts of Process Servers shall be made from the candidates who have passed matriculation examination with knowledge of Hindi or Punjabi.

AGE

The minimum age limit of candidate for appointment to three posts of Process Servers shall be 18 years and the upper age limit shall be 42 years as on 1.1.2023 in accordance with the latest instructions of the Haryana Government in this regard.

LAST DATE

Last date for receipt of the applications shall be **15.2.2023** till **5:00 P.M.**

DATE & TIME OF INTERVIEW

Interview for the post of Process Server shall be held as per alphabetical orders of the names of the candidates as per the schedule given below:-

27.2.2023 **A,B,C,D,E,F**

28.2.2023 **G,H,I,J,K,L**

1.3.2023 **M,N,O,P,Q**

2.3.2023 **R,T, U,V**

3.3.2023 **S,W, X,Y,Z**

4.3.2023 **Candidates sponsored by Employment
Exchange and Zila Sainik Board.**

Candidates are directed to report on the concerned dates at 11:00 A.M in Judicial Court Complex, Ambala City and the interview shall begin at 1:30 P.M. onwards.

NOTE:-

- (i) Applications on plain paper affixed with recent passport size photograph of candidate giving details viz. **Name, Father's/ Husband's name, Date of Birth, Gender, Educational Qualification, Category, Present/ Permanent address and Experience, if any,** alongwith self attested copy of Date of Birth proof and other relevant documents should reach either by registered post or by hand well before the closing date at the following address:-

***The Superintendent,
Office of District and Sessions Judge,
Judicial Courts Complex,
Ambala City, Haryana***

- (ii) Incomplete applications and those filled without photographs and attested copies of date of Birth, educational qualification and other relevant certificates shall be straightway rejected without any information to the candidate.
- (iii) No correspondence whatsoever, shall be entertained in respect of incomplete applications or those which are received in this office after last date of submission of application. This office will not be responsible for any postal delay.
- (iv) The candidate must mention on the head of application the post for which he/she is applying.
- (v) The candidates shall also bring their original documents on the date of interview.
- (vi) No TA/DA shall be paid.
- (vii) The number of vacancies may increase or decrease.

District & Sessions Judge,
Ambala, 24/11/2023


District & Sessions Judge,
Ambala