

OFFICE OF THE DISTRICT & SESSIONS JUDGE: BATHINDA

PUBLIC NOTICE

Applications on the prescribed proforma are invited alongwith attested copies of testimonials and one passport size photograph with complete bio-data, for filling up the following 05 (five) vacant posts of Process-Servers and 02 (two) vacant posts of Peons (Class-IV employees) till 21.01.2023 before 05.00 p.m. The qualification, pay and other criteria to fill up these posts is as under:-

Sr. No.	Name of the Post	No. of posts	Pay Scale	Qualification	Age
1	Process-Server	5 General-02 Other SC-01 BC/OBC of Punjab-01 PHC of Punjab-01	on minimum pay of Rs.18,000/- (Level 1) admissible as per 7 th Central Pay Commission, as per letter no.7/42/2020-5FP1/741-746 dated 17.07.2020 of Department of Finance, Government of Punjab duly adopted by the Hon'ble High Court, vide its letter no.939 Spl E.II/L.80 (a) 6E dated 29.09.2022, subject to any further revision and as per latest instructions/clarifications received from Government of Punjab and Hon'ble Punjab and Haryana High Court, Chandigarh	Should be matriculate with knowledge of Punjabi language.	The candidate should be between 18 to 35 years for General Category as on 01.01.23. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.
2	Peon (The post of Peon includes Waterman, Orderly, Library Peon, Mali-cum-Driver, Orderly, Additional Peon, Record Peon, Malkhana Peon, Malkhana Chowkidar, Mali, Chowkidar and Sweeper)	2 General-01 BC/OBC of Punjab-01	on minimum pay of Rs.18,000/- (Level 1) admissible as per 7 th Central Pay Commission, as per letter no.7/42/2020-5FP1/741-746 dated 17.07.2020 of Department of Finance, Government of Punjab duly adopted by the Hon'ble High Court, vide its letter no.939 Spl E.II/L.80 (a) 6E dated 29.09.2022, subject to any further revision and as per latest instructions/clarifications received from Government of Punjab and Hon'ble Punjab and Haryana High Court, Chandigarh	Should have knowledge of Punjabi language upto middle standard.	The candidate should be between 18 to 35 years for General Category as on 01.01.23. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

PROFORMA

APPLICATION FOR THE POST OF _____

Space for
photograph

CATEGORY _____

1. NAME (in block letters) : _____
2. FATHER'S/HUSBAND NAME : _____
3. DATE OF BIRTH : _____
4. AGE AS ON 01.01.2023 : _____
5. QUALIFICATION : _____
6. PERMANENT ADDRESS : _____
7. CORRESPONDENCE ADDRESS: _____
8. NATIONALITY : _____
9. CONTACT No./E-mail.ID (if any) : _____
10. EXPERIENCE, IF ANY : _____

11. Whether any FIR/criminal case was/is registered/pending against you, with the police or any Court, if yes status of the same be attached with the Application. _____

12. Special Aptitude, if any _____

13. List of documents attached _____

UNDERTAKING

I have read all the terms and conditions published on the website. I further undertake to visit the website to seek latest information regarding process of recruitment of my own.

(Signature of applicant)

1. The interview/skill assessment will be conducted in this office at 10.00 A.M. as per first alphabets of the first name of the candidates and date of interview will be as under:-

SCHEDULE OF INTERVIEW FOR THE POSTS OF PROCESS-SERVER:

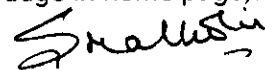
Date	Candidate starting their name with alphabet
23/01/2023	A to G
24/01/2023	H to L
25/01/2023	M to R
27/01/2023	S to Z

SCHEDULE OF INTERVIEW/SKILL ASSESMENT FOR THE POSTS OF PEON:

Date	Candidate starting their name with alphabet
30/01/2023	A to G
31/01/2023	H to L
01/02/2023	M to R
02/02/2023	S to Z

2. All the candidates must bring the original testimonials with them, at the time of interview/Skill Assessment test. No.T.A./D.A. will be paid to the candidates for this purpose.
3. Candidates willing to apply for both posts i.e. Peon and Process Server will have to submit **separate application for each post in separate envelope.**
4. The candidate will be solely responsible to appear in the interview/skill assessment test. No separate information in this regard will be sent to the candidates. All the candidates should wear face mask properly by following the guidelines issued by the Health Authority, Government of Punjab issued from time to time.
5. The incomplete applications and those received after 05.00 PM of due date i.e. 21.01.2023 shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
6. Preference will be given to the retrenched employees of Sessions Divisions of State of Punjab.
7. Before applying for the post of Process-Server and Peon, candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if appointed erroneously such candidate shall be removed from service.
8. The reservation of vacancies is as per the policy of Hon'ble High Court as well as of Punjab Government. If no suitable candidate from the reserved category is found available, the post of reserved category will be offered to the candidates of General Category.

9. The candidate will be solely responsible to appear in the interview/Skill Assessment test. It is clarified that permission to appear in the interview/Skill Assessment test is only provisional and all the other required criteria for the post of Process-Server and Poen would be considered separately lateron by scruitnizing the applications. Also the objections/discrepancies, if any, in such applications would be considered lateon and the candidates would be considered for the post only, if their candidature/application is found in order.
10. Special aptitude means any skill-set possessed by the candidate including a special knowledge of Mali/Gardner,Cook, Electrician, Driver, Plumber, Computer Technician, if any.
11. All candidates must mention their contact numbers and email lds in their application forms.
12. The Pay/Salary with regard to the aforesaid posts, shall be admissible as per latest instructions issued by the Hon'ble High Court of Punjab and Haryana, Chandigarh or by the Government of Punjab, as the case may be.
13. All the candidates are advised to check the official website www.ecourts.gov.in/Bathinda(see: District & Sessions Judge in home page) from time to time for any further information or updation.
14. It is to make amply clear that no bookseller or agent has been authorized to collect application form from the candidates. As such, any parcel received from any such agency containing application froms in bulk would not be entertained.
15. No request of any sort to make up deficiency in the application form would be entertained after the due date nor this office shall entertain any call or conversation regarding receipt of application forms as well as their tracking.
16. All the candidates are advised to strictly adhere to advisories/guidelines issued by he Government from time to time and shall compulsorily take all precautionary measures to maintain safe social distancing, use of masks, hand sanitizers etc.
17. Number of above said posts, may be increased or decreased due to administrative exigency or post falling vacant as release from being reserved for compassionate appointment or otherwise. In case of Cancellation/Postponement of interview/Skill Assessment test due to administrative reasons, this office shall not be responsible and same will be notified on official website of this office i.e www.ecourts.gov.in/Bathinda(see: District & Sessions Judge in home page).



(Sumeet Malhotra)

District & Sessions Judge,
Bathinda

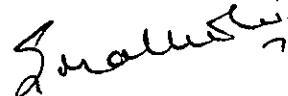
Dated:09.01.2023

Endst. No. 161 /

Dated: 10/01/2023/

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab (through E-mail) with the request to obtain and send applications alongwith service record and ACR files of retrenched/surplus employees, if any, to this office on or before 21.01.2023 before 05.00 p.m. and to get the same displayed on the notice board of their respective Courts.
2. All the Judicial Officers in this Sessions Division for getting the same displayed on the notice board of their respective courts.
3. The Employment Generation & Training Officer, Employment Exchange, Bathinda, for sending the lists of eligible candidates for the above said posts on or before 21.01.2023 before 05.00 p.m.
4. Daftri of this Office with the direction to display the public notice on the Notice Board of this office.
5. DSA/ System Officer of this office to upload the same on the official website of this office.



DISTRICT & SESSIONS JUDGE,
BATHINDA