

OFFICE OF THE DISTRICT & SESSIONS JUDGE: BATHINDA.

PUBLIC NOTICE

Applications on the prescribed proforma are invited along with attested copies of testimonials and one passport size photograph with complete bio-data, for filling up the following 02 vacant posts of Process-Servers and 05 vacant posts of Peons (Class-IV employees) till 06.11.2024 before 05.00 p.m. The qualification, pay and other criteria to fill up these posts is as under:-

For the posts of Process-Servers

Sr. No.	Name of post	Total number of posts	Category wise posts	
1	Process-Server	02	01 General	
			01 BC/OBC of Punjab	
Pay Scale			Qualification	Age
In the pay scale of (Rs.18,000-56,900/-) (Level 1) admissible as per 7 th Central Pay Commission, as per letter no.957 Spl. E.II/L.80(a) 6(E) dated 01.10.2024 of Hon'ble High Court, 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 01.01.2024. 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.

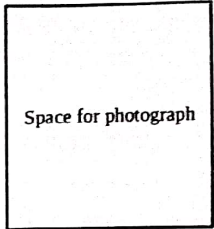
For the posts of Peons

Sr. No.	Name of post	Total number of posts	Category wise posts	
1	Peon	05	02 General	
			01 SC (Mazbi Sikh/Balmik) of Punjab	
			01 BC/OBC of Punjab	
			01 PHC of Punjab	
Pay Scale			Qualification	Age
In the pay scale of (Rs.18,000-56,900/-) (Level 1) admissible as per 7 th Central Pay Commission, as per letter no.957 Spl. E.II/L.80(a) 6(E) dated 01.10.2024 of Hon'ble High Court, 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 01.01.2024. 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 _____

CATEGORY _____



- 1. Name : _____
- 2. Father/husband name : _____
- 3. Date of birth : _____
- 4. Age as on 01.01.2024 : _____
- 5. Qualification : _____
- 6. Permanent address : _____
- 7. Correspondence address : _____
- 8. Nationality : _____
- 9. Contact no./E-mail id : _____
- 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 official website of Bathinda, Sessions Division. I further under take to visit the website to seek latest information regarding process of recruitment on my own.

(Signature of applicant)

NOTE:-

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 for interview for 02 (two) posts of Process-Servers:-

Date	Candidate starting their name with alphabet
11/11/2024	A to F
12/11/2024	G to I
13/11/2024	J to L
14/11/2024	M to Q
18/11/2024	R
19/11/2024	S to Z

Schedule for interview for 05 (five) posts of Peons:-

Date	Candidate starting their name with alphabet
20/11/2024	A to F
21/11/2024	G to I
22/11/2024	J to L
25/11/2024	M to Q
26/11/2024	R
27/11/2024	S to Z

2. All the candidates must bring the original testimonials with them, at the time of interview/Skill Assessment test. No TA/DA 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.
5. The incomplete applications and those received after 05.00 pm of due date i.e. 06.11.2024 shall not be entertained and shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery whatsoever.
6. 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.
7. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
8. Preference will be given to the retrenched employees of Sessions Division of State of Punjab.
9. The reservation of vacancies is as per the policy of Hon'ble High Court as well as of Punjab Government. Further, If no candidate of reserved category is available then appointment will be made from General Category as per Rule 8 of Chapter-18, Part-A, Volume-1 of Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Group-D, Service Rules, 2012 as the case may be.
10. The benefit of relaxation in age and reservation will not be extended to the applicants of reserved categories of other states (except age relaxation to Government employees as provided in Rules). These applicants are required to apply under General category.
11. The candidate will be solely responsible to appear in the interview/Skill Assessment test as the case may be. 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 Peon would be considered separately later on by scrutinizing the applications. Also the objections/discrepancies, if any, in such applications would be considered later on and the candidates would be considered for the post only, if their candidature/application is found in order.
12. 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.

13. All candidates must mention their contact numbers and email ids in their application forms.
14. 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.
15. All the candidates are advised to check the official website of this Sessions Division i.e. <https://bathinda.dcourts.gov.in> from time to time for any further information or updation.
16. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
17. No request for 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.
18. 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. <https://bathinda.dcourts.gov.in>.


(Sumeet Malhotra)
District & Sessions Judge,
Bathinda

Endst. No. 8363 / Dated: 11/10/24

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 06.11.2024 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 06.11.2024 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