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**OFFICE OF THE DISTRICT & SESSIONS JUDGE, FATEHGARH SAHIB**  
**PUBLIC NOTICE**

Applications on plain papers alongwith three recent identical passport size photographs with complete bio-data and attested copies of testimonials, are invited to fill up 02 (Two) post of Process Servers and 06 (Six) anticipated posts of Peons, on regular basis by 5.00 P.M. of **17.03.2025** as per the following terms and conditions:-

<i>Sr. No.</i>	<i>Post</i>	<i>No. of Posts</i>	<i>Scale</i>	<i>Qualification</i>	<i>Age</i>
1	Process Server	Total 2 (1SC) (1BC)	In the pay scale of (Rs.18000/-) (Level-1) admissible as per 7 <sup>th</sup> Central Pay Commissioner 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 the Government of Punjab and Hon'ble Punjab & Haryana High Court, Chandigarh	Matriculation with knowledge of Punjabi language up to Matric.	The candidate should be between 18 to 35 years of age as on 1.1.2025. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.
2	Peon	Total 6 (1 General EWS) (1 ESM Women) (1SC Women) (1 Freedom Fighter) (1 BC women) (1 SC)	In the pay scale of (Rs.18000/-) (Level-1) admissible as per 7 <sup>th</sup> Central Pay Commissioner 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 the Government of Punjab and Hon'ble Punjab & Haryana High Court, Chandigarh	Middle Pass and should have knowledge of Punjabi upto Middle standard	The candidate should be between 18 to 35 years of age as on 1.1.2025. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.

- Note:
- i) No application will be entertained after **5.00 P.M. of 17.03.2025**.
  - ii) The incomplete applications shall not be entertained.

- iii) The number of posts mentioned above may increase or decrease. In case of administrative reasons arising later on, the interview for the aforesaid posts can be canceled/postponed, for which this office will not be responsible.
- iv) The candidates will appear for test/interview for the abovesaid posts alongwith their original testimonials before this office in the Judicial Courts Complex, Fatehgarh Sahib, as per following schedule :-

Candidates alphabetically having their names starting with letters	Date & Time of interview of the Post of Peon	Date & Time of interview of the Post of Process Server
A to H	24.03.2025 at 10 AM	24.03.2025 at 1.30 PM
I to P	25.03.2025 at 10 AM	25.03.2025 at 1.30 PM
Q to Z	26.03.2025 at 10 AM	26.03.2025 at 1.30 PM

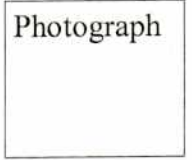
- v) It should be clearly mentioned in the application by the applicant that no Criminal case/FIR is pending against him/her.
- vi) The candidates will attach two self addressed envelopes alongwith their application form.
- vii) No T.A./D.A. will be paid for the abovesaid test/interview.
- viii) Merely satisfying the eligibility criteria does not entitle a candidate to be selected. The office reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- ix) The posts of peon are anticipated but these may vary depending upon increase/decrease of number of posts of Civil Judges/Judicial Magistrates.
- x) The proforma application has been uploaded on the website of this District Court.

Dated: \_\_\_\_\_, 2025

(Arun Gupta)  
District & Sessions Judge,  
Fatehgarh Sahib.

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,**  
**FATEHGARH SAHIB**  
**APPLICATION PROFORMA FOR THE POST OF**  
**PROCESS SERVER/PEON**

Photograph



Post Applied : \_\_\_\_\_

Name : \_\_\_\_\_

Father's Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Age as on : \_\_\_\_\_  
01.01.2025

Qualification : \_\_\_\_\_

Sex : \_\_\_\_\_

Category : \_\_\_\_\_

Nationality : \_\_\_\_\_

Experience if any : \_\_\_\_\_

Address for : \_\_\_\_\_  
Correspondence \_\_\_\_\_

Permanent : \_\_\_\_\_  
Address \_\_\_\_\_

Mobile Number : \_\_\_\_\_

Employment Exchange: \_\_\_\_\_  
Enrollment Number.

Status of Criminal Case: \_\_\_\_\_  
(if any)

Signature of the Applicant.