

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FATEHGARH SAHIB

PUBLIC NOTICE

Applications on the prescribed proforma are invited by **22.08.2025**, for filling up 15 posts of Clerks on adhoc basis, initially for a period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier. The said application must contain complete bio-data, contact number and email address if available, with attested copies of testimonials and one recent passport size photograph affixed at the right side on the top of the application as per the following terms and conditions :-

application as per the following terms and conditions :

Sr. No.	Post	No. of Posts		Consolidated Salary	Qualification	Age
1	Clerk(On Adhoc Basis) for a period of six months or till the regular appointments are made by the Hon'ble High Court.	Total 15		Consolidated Salary in view of the instructions issued by the Government of Punjab as well as Hon'ble Punjab & Haryana High Court, Chandigarh.	Degree of B.A./B.S.C. or equivalent from recognized University and has passed matriculation examination with Punjabi as one of the subjects. He/she should have proficiency in operation of computer & to qualify the type test with minimum speed of 30 W.P.M.	Between 18 to 37 years as on 01.08.2025 Relaxation of age will be given to the candidate of reserved category as per rules/instructions of Hon'ble High Court as well as Govt. of Punjab.
		Category wise number of posts				
		General	3			
		General Women	1			
		General EWS Women	1			
		SC	3			
		SC Women	2			
		SC Ex-Serviceman	2			
		Ex-Serviceman	1			
		Sportsman	1			
Handicapped (Deaf and Hard of Hearing)	1					

Note:

D) Selection criteria for the Post of Clerk on Adhoc Basis:-

The dates for written and Computer Proficiency Test will be uploaded on the official website <https://districts.ecourts.gov.in/fatehgarhsahib> of this Sessions Division in due course. The applicants are advised to visit the official website regularly for updates about the same. This office shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to non visiting of website, where important information regarding different stages of recruitment process will be uploaded. No separate intimation will be sent.

Amrinder

The candidate shall have to take written examination (objective type) in the following subjects:-

Sr. No.	Duration	Subject	Maximum Marks	Qualifying Marks
1.	1 Hour	General Awareness of Graduation Level	50	No candidate shall be considered to have qualified the test unless he/she obtains 40% marks .
	Total		50	

- i) That, only 45 candidates as per merit (three times) of the posts advertised of the total candidates who qualify the written test shall be called for Computer Proficiency Test (CPT) in order to access the proficiency of candidates in operation of computer in three different batches, which is mandatory but the marks of this Computer Proficiency Test would not be counted towards the final merit as this test will be only of qualifying nature. Computer Proficiency Test shall comprise of two parts. In Part-I, candidates will have to qualify the Spread Sheet Test which is 10 marks and of 10 minutes duration by securing 40% or more i.e. 4 or more marks. In Part-II, candidates will have to qualify Computer Typing Test in English at speed of 30 W.P.M.
- ii) The reservation policy will be adopted as per the norms fixed by the Punjab Government.
- iii) The post of reserved category will be offered to the candidates of General Category if no suitable candidate from the reserved category is found available.
- iv) The incomplete applications are not to be entertained.
- v) The number of posts mentioned above may increase or decrease:
- vi) No T.A./D.A. will be paid for the abovesaid test/interview.
- vii) It should be clearly mentioned in the application by the applicant that no Criminal case/FIR is pending against him/her.
- viii) Any application form which is received after 5.00 pm on 22.08.2025 will not be considered.

Dated: 21/8/2025

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

Dated: 21/8/2025

Endst. No. 6020 /E.B.

1. All the District & Sessions Judges in the State of Punjab with the request to obtain and send applications alongwith service record of retrenched/surplus employees, if any to this office on or before 22.08.2025.
2. Employment Officer, Employment Exchange, Fatehgarh Sahib, for sending the list of eligible candidates for the abovesaid posts.
3. Daftri of this office with the direction to affix the Public Notice on the Notice Boards of all the Courts and to report.
4. The Manger, Daily Charhdikala Newspaper, Patiala with the request to publish the above mentioned public appointment Notice in the Daily Charhdikala Newspaper and send the copy of same alongwith bills to this office at the earliest.

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

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FATEHARH SAHIB
APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS

Photograph

Name : _____

Father's Name : _____

Date of Birth : _____

Age as on : _____
01.08.2025

Qualification : _____

Sex : _____

Category : _____

Nationality : _____

Experience if any : _____

Address for : _____
Correspondence _____

Permanent : _____
Address _____

Mobile Number : _____

Email Address : _____

Status of Criminal : _____
Case (if any) against
applicant

Signature of the Applicant.