

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM**

**EMPLOYMENT ADVERTISEMENT**

Applications are invited from eligible candidates to fill up the following posts:

| Sr. No | Name of Posts  | Number of Vacancies |           |          |    |          |      |           |            |      |            | Pay Scale   | Remarks                               |
|--------|----------------|---------------------|-----------|----------|----|----------|------|-----------|------------|------|------------|---|---------------------------------------|
| 1      | Process Server | <b>06 Posts</b>     |           |          |    |          |      |           |            |      |            | Pay matrix of FPL-DL (Rs.16900-53500) plus other usual allowances | Purely temporary but on regular basis |
|        |                | Gen                 | Gen (ESM) | Gen (PH) | SC | SC (ESM) | BC-A | BC-A (PH) | BC-A (ESM) | BC-B | BC-B (ESM) |   |                                       |
|        |                | 3                   | --        | 1        | 1  | -        | 1    | --        | --         | --   | --         |   |                                       |

| Sr. No | Name of Posts | Number of Vacancies |           |          |    |          |      |           |            |      |            | Pay Scale   | Remarks                               |
|--------|---------------|---------------------|-----------|----------|----|----------|------|-----------|------------|------|------------|---|---------------------------------------|
| 2      | Peon          | <b>35 Posts</b>     |           |          |    |          |      |           |            |      |            | Pay matrix of FPL-DL (Rs.16900-53500) plus other usual allowances | Purely temporary but on regular basis |
|        |               | Gen                 | Gen (ESM) | Gen (PH) | SC | SC (ESM) | BC-A | BC-A (PH) | BC-A (ESM) | BC-B | BC-B (ESM) |   |                                       |
|        |               | 17                  | 2         | 1        | 6  | 1        | 3    | 1         | 1          | 2    | 1          |   |                                       |

The number of vacancies may increase or decrease due to creation or withdrawal of Courts, retirements, promotions, adjustment of surplus staff or otherwise during the selection process. No intimation in this regard will be issued separately.

Reservation will only be applicable to the candidate of Haryana State having Haryana domicile. Candidate of reserved category of other States / U.T. will be considered as a candidate of General Category. Reservation Policy as enforced at the time of selection would be considered and applicable; provided that in case of non-availability of suitable candidate of reserved category for the post of Process Servers and Peons, the reserved posts shall be filled up by the suitable candidate(s) of General Category.

Selection for the posts of Process Servers and Peons shall be made strictly accordance with amended Rule 7 of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

**1. ESSENTIAL QUALIFICATION**

|                        |  |
|------------------------|--|
| <b>Process Servers</b> | Matriculate with knowledge of Hindi or Punjabi.  |
| <b>Peons</b>           | Candidate who have passed Middle Standard Examination and possess knowledge of Hindi or Punjabi. |

2. **AGE LIMIT (for both posts)**

No person shall be recruited to the service, if he/she is less than 18 years or is more than 42 years of age as on 1<sup>st</sup> January, 2023. However, age relaxation for reserved posts shall be applicable as per Reservation Policies framed by Government of Haryana from time to time.

3. **LAST DATE:**

Last date for receipt of the applications shall be **15.01.2024 upto 05.00 PM**. Applications received thereafter shall not be entertained under any circumstances. Delay on the part of postal authorities shall not be a ground for entertaining applications received after due date.

4. **DATE AND PLACE OF INTERVIEW:**


The date and schedule of interview would be uploaded on the official website of this office i.e. <https://gurugram.dcourts.gov.in> in due course. Candidates are advised to visit the website regularly w.e.f. **29.12.2023**. No separate call letters / intimation for interview will be sent to candidates.

5. **Separate application for each post** on plain paper mentioning **name of post applied for** affixing recent passport size photograph mentioning complete particulars i.e. Name, Father's/Husband's Name, Date of Birth, Gender, Caste, Educational Qualification, Experience, Permanent Address, Present Postal Address, Nationality, Contact Number along with attested copies of relevant certificates/documents should reach in the office of District and Sessions Judge, District Court Complex, Near Rajeev Chowk, Gurugram, either by registered post or by hand well before the closing date i.e. **15.01.2024 by 05.00 PM**. Applications received through e-mail shall not be entertained.

6. The incomplete applications, such as without name of post applied for, date of birth, educational qualification, without photograph, without attested copies of relevant certificates, testimonials and received after due date or before the date of advertisement, shall be rejected out-rightly without any intimation to the candidates. However, rejection list would be uploaded on the website of this office.

7. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date or before the date of advertisement.

8. No TA/DA is admissible to any candidate appearing in the interview for the posts mentioned above.

  
(Chairman) 24.12.23  
Recruitment Committee,  
Gurugram.


Endorsement number 13276-79

Dated 24.12.2023

Display on the notice board as well as official web site of this office.

Copy forwarded to the following:

1. The Divisional Employment Officer, Gurugram, may be requested to sponsor the names of the eligible candidate by **15.01.2024 upto 5.00 P.M. manually** and may be requested to display the advertisement on the notice board of the Divisional Employment Office, Gurugram, so that advertisement may come to the notice of the general public and click the photograph of the same and submit list of such eligible candidates to this office.
2. The Secretary, Zila Sainik Board, Gurugram for information and necessary action. They are directed to sponsor the names of the eligible candidates by **15.01.2024 upto 5.00 P.M positively** which is the last date fixed for receipt of the applications. List of the candidates received after the due date shall not be considered in any way. They shall communicate the candidates whose names are sponsored.
3. The Advertisement Manager, The Tribune Trust (Publication), Sector-29, Chandigarh with the request to publish the above said advertisement in the daily Newspaper i.e. **The Tribune (English)** at the earliest, preferably on or before **29.12.2023**.
4. The Advertisement Manager, Jagat Kranti (Hindi Newspaper), Om Nagar, Jind with the request to publish the above said advertisement in the daily Newspaper i.e. **Jagat Kranti (Hindi)** at the earliest, preferably on or before **29.12.2023**.

  
(Chairman) 24.12.23  
Recruitment Committee,  
Gurugram.