

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SRI MUKTSAR SAHIB

(Telephone No. 01633-261472)

PUBLIC NOTICE

Applications on plain papers with complete **bio-data** alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belonging to, three passport size photographs out of which one should be pasted on the right upper side of the application, are hereby invited in the office of the undersigned on or before 28.02.2025 upto 5:00 P.M, for the posts of following categories. The qualification and other criteria to fill up these posts are as under :-

Sr. No.	Name of the Posts	No. of Posts	Pay Scale	Minimum Qualification	Age as on 01.01.2025
1.	Process Server	Total= 02 SC Women-1, General-1	In the pay scale of (Rs. 18,000/-) (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 instruction/clarifications received from the Government of Punjab and Hon'ble Punjab and Haryana High Court, Chandigarh	Should be Matriculate with knowledge of Punjabi language	18 to 35 years (Age relaxation to reserved categories, as per Hon'ble High Court and Punjab Govt. Instructions)
2.	Peon	Total= 15 General-2, General Women-2, EWS-1, SC-3, SC Women-1, BC/OBC Women-1, ESM-1, ESM Women-2, ESM BC/OBC-1, Freedom Fighter Women-1	In the pay scale of (Rs. 18,000/-) (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 instruction/clarifications received from the Government of Punjab and Hon'ble Punjab and Haryana High Court, Chandigarh	Should have knowledge of Punjabi language upto middle standard.	

Note:- Appointment letters to the selected candidates against 12 posts of Peon (which are to be created for newly recruited Judicial Officers who will join in the month of March, 2025) would be issued on joining of newly recruited Judicial Officers.

Notes


1. The post of reserve category will be offered to the candidates of General Category, if no candidate from the reserve category is found successful.
2. The incomplete applications and those received after due date i.e. 28.02.2025 shall not be entertained. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
3. The number of said posts may increase or decrease as well as the date of test/interview of above mentioned posts can be canceled or postponed without any prior notice, in the event of any administrative reasons arising later on.
4. Candidate willing to apply for both post i.e. Peon and Process Servers will have to submit separate application for each post.
5. Only schedule cast, BC/Ex-Serviceman candidates of Punjab domicile are eligible for seeking benefit of reservation.
6. Application on prescribed proforma (as available on official website) should be legibly filled up in CAPITAL LETTERS with complete particulars along-with contact number, Email Id. Candidate has to send the signed application form along- with all required/supporting documents. Application sent by post in an envelope must be mentioned "APPLICATION FOR THE POST OF PEON OR PROCESS SERVER".

7. Interview Schedule

Interview for the post of Peon	10-11-12 March, 2025
Interview for the post of Process Server	17-18 March, 2025

Further, alphabetically schedule for interview will be uploaded on the official website of this office, later on <https://muktsarsahib.dcourts.gov.in/>

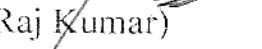
8. No TA/DA will be paid to the candidates appearing for the test/interview.
9. Merely satisfying the eligibility criteria do not entitle any candidate to be selected. This office reserve the right to alter/ modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
10. Before applying for the above said posts, the 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 erroneously appointed such candidate shall be removed from the service.
11. No separate call letters for test/interview will be issued. The candidates are required to appear for test/interview of their own on the above mentioned dates.
12. The candidates are required to bring one photo identity proof on the day of interview. Otherwise the candidate will not be allowed to appear in the interview.


(Raj Kumar)
District and Sessions Judge,
Sri Muktsar Sahib

Endst. No. 373 /EB dated 14/02/25

Copy forwarded to: -

1. The Registrar General, Punjab & Haryana High Court, Chandigarh, for the kind perusal and information, with regard to Hon'ble High Court letter No. 191/Spl E.II/VII.B.4(Pb.) dated 13.02.2025
2. All the District & Sessions Judges in the State of Punjab with the request to obtain and send the applications along-with service record and ACR files of retrenched/ surplus officials if any, to this office on or before 28.02.2025
3. All the Judicial Officers working in Sri Muktsar Sahib Sessions Division, with the request to display it on the Notice Board of their respective Courts, for information of the General Public.
4. The District Employment Office, Employment Exchange, Sri Muktsar Sahib, for sending the list of eligible candidates for the above-said posts on or before 28.02.2025 **till 5:00 PM**
5. The Manager, Jagbani (Punjabi) for publishing this notice in the newspaper and sending the bill alongwith copy of advertisement to this office for payment.
6. System Officer of this office to upload this Public Notice on the website of Sri Muktsar Sahib Sessions Division.
7. Daftri of this office to display this notice on notice board of this office.


(Raj Kumar)
District and Sessions Judge,
Sri Muktsar Sahib

13/2/25
13/2

Photo

APPLICATION FOR THE POST OF PROCESS SERVER/ PEON IN SESSIONS
DIVISION, SRI MUKTSAR SAHIB

Name of Post : _____

Name of Candidate : _____

Father's Name : _____

Date of Birth : _____

Age as on 01.01.2025 : _____

Qualification (attach Proof) : _____

Category (attach Proof) : _____

Whether Knowledge of Punjabi :
language upto middle standard
or not (attach proof) : _____

Permanent Address : _____

Correspondence Address : _____

Nationality : _____

Contact No. : _____

E-mail address : _____

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 : _____

List of documents : _____

(Signature of applicant)

Undertaking

I have read all the terms and conditions published on the official website of Sri Muktsar Sahib, Sessions Divisoin. I further under take to visit the website to seek latest information regarding process of recruitment on my own.

(Signature of applicant)