

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, HISAR
NOTICE OF PUBLIC EMPLOYMENT

Annexure-A

Applications for filling up 25 vacant posts of Clerk purely on **ad hoc basis** on consolidated pay of Rs. 25,500/-, initially for a period of six months or till regular appointments are made, whichever is earlier, in Hisar Sessions Division, are hereby invited from general public, as per the details given below :-

Vacant posts of Clerk	General	ESM (Gen.)	SC	ESM (SC)	BC-A	ESM (BC-A)	BC-B	ESM (BC-B)	PwBD (HH)	PwBD (LV)
25	09	01	04	02	01	02	03	01	01	01

Educational Qualifications :-

Candidates, for the posts of Clerk, should have possess a degree of Bachelor of Arts or Science or equivalent thereto from a recognized University. He/she should have passed matriculation examination with Hindi as one of the subject and must have proficiency in operation of Computers.

Age :

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 01.01.2025, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana, Chandigarh and/or Haryana Govt.

In the case of candidates belonging to Scheduled Caste and Backward Class-A and B of Haryana State and persons already in Government employment, the upper age limit shall be such as may be fixed by the Haryana Government from time to time.

Mode of Selection

The selection for the posts of Clerk will be made on the basis of a written examination in the subjects of (i) English Composition and (ii) General Knowledge consisting of 50 marks each. No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate (33% qualifying marks in each subject) in the written examination. The candidates who would qualify the prescribed written test shall be called for Computer Proficiency Test/Computer Typing Test. The candidates will have to qualify Computer Proficiency Test/Computer Typing Test in English at the speed of **30 w.p.m.**

Date and place of examination/Test

The date and place of the examination/test will be informed later on the official website <https://hisar.dcourts.gov.in/notice-category/recruitments/> No separate letter will be issued. It shall be the responsibility of the candidates to keep themselves updated about the same.

The selection for the aforesaid posts shall be made strictly in accordance with the provisions of Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

Last date of receipt of applications shall be 02.01.2025. No application received thereafter shall be entertained in any case. The applications should reach this office i.e. **The District and Sessions Judge, Hisar** either by registered post or by hand, well before the last

date i.e. 02.01.2025 upto 5:00 PM. **No advance copy of application shall be entertained and applications sent through e-mail will not be accepted in any case.** The candidate shall submit application on plain paper duly affixed with his/her latest one passport size photograph on its top, containing details particulars i.e. name, father's/husband's name, date of birth, sex, education qualification, category of reservation (mandatory) with documentary proof, if any, mobile number, permanent and postal address and experience, if any, alongwith attested copies of relevant certificates.

The candidates working in any Government/Semi Government department, Board of Corporation are required to route their applications through proper channel. The application should be addressed to the **"The District and Sessions Judge, Hisar"** and should have a reference to the advertisement published in the newspapers or displayed on the Notice Board.

Application forms for the posts of Clerk will also be available on the website of District Courts, Hisar i.e. <https://hisar.dcourts.gov.in/notice-category/recruitments/>

The incomplete applications and filled without photographs and attested copies of the relevant testimonials/certificates and received after due date or before the date of advertisement shall be out-rightly rejected without any information to the candidates.

Unsigned applications will be deemed to be rejected. The applications for the candidates, who are underage and overage will also be deemed to be rejected. Category mentioned in the application by a candidate once made will not be allowed to be changed.

The benefit of reservation is admissible only to bonafide domicile/residents of State of Haryana as per Govt. of Haryana letter No. 22/67/81-3 GS-III dated 15.07.1985. The number of vacancies may increase or decrease. In case of non-availability of candidates belonging to reserved category, then the posts may be filled up from amongst the candidates available in unreserved category, subject to availability, in terms of explanation to Rule 7 of the Haryana Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997.

No separate call letters for the written test, computer proficiency test/computer typing test to be conducted shall be issued to any candidate and candidates are advised to see public notice to be affixed on the notice board of the Court of undersigned as well as on the website of District Courts, Hisar i.e. <https://hisar.dcourts.gov.in/notice-category/recruitments/> Candidates shall bring their original testimonial and identity proof at the time of tests. No TA/DA will be given to any candidate(s) whosoever appears for the tests.

The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.

The aforesaid vacancies will be filled-up, for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier.

Dated :- 13.12.2024

Sd/-
District & Sessions Judge,
Hisar

To

The Learned District and Sessions Judge,
Hisar.

Paste your
recent Passport
size Photograph
duly attested

Subject :- **Application for the post of Clerk purely on adhoc basis**

Respected Sir,

I have the honour to submit that I have come to know that some posts of Clerk purely on adhoc basis are lying vacant under your kind control. I offer my services for the same. My bio-data and other particulars are as under :-

Name (In Capital Letters)	
Father's/Husband's Name	
Date of Birth	
Sex	
Marital Status	
Category (mandatory), if any (Alongwith attested copy of certificate issued by the competent authority)	
Educational Qualification	
Permanent Address	
Postal Address	
Experience, if any	
Contact/Mobile No.	

Yours faithfully,

(Signature of applicant)