

## OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA

### PUBLIC NOTICE

Applications, on the prescribed proforma, enclosed herewith, along with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category to which the candidate belongs and two passport size photographs, out of which one should be pasted on the right upper side of the application, are invited for filling up **13 (Thirteen) posts of Clerks on adhoc basis**, initially for a period of six months or till regular appointments are made by the Hon'ble High Court against the said posts, whichever is earlier, by 05.00 PM on **14.08.2024** as per detail given below:-

Post	Number of posts	Pay scale	Qualification	Age
Clerks (Adhoc Basis)	<b>Total = 13</b> General =03 SC (Majbi Sikh / Balmiki) =01 Other SC =04 Physical handicapped (Locomotor) =01 ESM (General) =02 ESM (Other SC) =01 ESM (BC/OBC) =01	As per the rate fixed by the Deputy Commissioner, Patiala, from time to time or as per rules/instructions of Hon'ble High Court of Punjab and Haryana, Chandigarh.	A degree of Bachelor of Arts (B.A.) or Bachelor of Science (B.Sc) or its equivalent thereto from a recognized University and he/she should have passed Matriculation with Punjabi as one of the subject. The candidate should have proficiency in operation of computers.	18 to 37 years as on 01.01.2024 for General category and relaxation in age to the reserved categories will be given as per rules.

#### Note:

1. The venue and dates for Written Test (English Composition & General Knowledge)/Computer Proficiency Test/Typing Test/Interview will be uploaded on the official website in due course.
2. Prescribed proforma of application form is also available on the official website of this office i.e. <https://patiala.dcourts.gov.in/notice-category/recruitments/>. The candidates are advised to regularly monitor the

official website of this Sessions Division to confirm the dates of Written Test (English Composition & General Knowledge) /Computer Proficiency Test/ Typing Test / Interview. No separate information letter in this regard will be sent to the candidates, by this office.

3. The incomplete/incorrect applications and the applications received after 05.00 PM of due date i.e. **14.08.2024**, shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
4. Before applying to the above said post, the candidate should ensure that he/she fulfills eligibility criteria. The applications shall be rejected if the candidate does not fulfill the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
5. The list of candidates selected after screening the applications based on the criteria mentioned above, will be uploaded on the official website of this office, providing details regarding the date, time and venue of the Written Test/Computer Proficiency Test/Typing Test /Interview.
6. All the candidates must bring their original testimonials with them at the time of Test/Interview. No TA/DA will be paid to the candidates appearing for the Test/Interview and no separate information regarding interview or test will be given.
7. Number of above said posts may be increased or decreased due to administrative exigency. In case of CANCELLATION/POSTPONEMENT of test due to administrative reasons, this office shall not be responsible. Any information in this regard, shall be uploaded on the official website of this office i.e. <https://patiala.dcourts.gov.in/notice-category/recruitments/>
8. The posts of reserved categories will be offered to the candidate(s) of General category, if no suitable candidate from the reserved category is found eligible as per rules wherever permissible.
9. All the candidates must mention their **contact numbers and email IDs** in their applications.

Sd/-  
District & Sessions Judge,  
Patiala

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA  
**PROFORMA FOR THE POST OF CLERK (ADHOC BASIS)**  
*(should be filled in capital letters)*

Paste attested photograph here

1. Name : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Age as on 01.01.2024 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
7. Details of Degree or Diploma in computers : \_\_\_\_\_  
 \_\_\_\_\_
8. Nationality : \_\_\_\_\_
9. Experience, if any : \_\_\_\_\_

10. Category (Tick the category to which the applicant belongs)

Category	✓	Category	✓
General		ESM (General)	
SC (Majbi Sikh/Balmiki)		ESM (Other SC)	
Other SC		ESM (BC/OBC)	
Physical handicapped (Locomotor)			

11. List of documents attached : \_\_\_\_\_
12. Special Aptitude, if any : \_\_\_\_\_
13. Telephone/Mobile No. : \_\_\_\_\_
14. E-mail ID : \_\_\_\_\_
15. Educational Qualification : \_\_\_\_\_

Name of the Examination	Board/University	Year of Passing	Marks (Secured/Total)	Percentage
Matric				
Graduation				

16. Details of work experience, if any: \_\_\_\_\_  
\_\_\_\_\_

**Declaration by Candidate**

I have read the terms and conditions of the advertisement and agree to the same. I hereby declare that the particulars given above have been filled by me and are correct and true to the best of my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Candidate)

**List of attested documents to be attached:**

1. Copy of date of birth proof
2. Copy of documents regarding qualification
3. Copy of Aadhar card
4. Two passport size photographs
5. Copy of caste certificate (in case of reserved category)
6. Copy of experience certificate, if any
7. Other document, if any