

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA
PUBLIC NOTICE

Endst. No. 1235

Dated: 31.01.2026

Applications, on prescribed proforma enclosed herewith along with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category and one passport size photograph are invited upto **17.02.2026 (Tuesday)** till 05:00 PM to fill up 28 (Twenty Eight) posts of Clerk 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, as per detail given below:-

| Categorywise number of vacancies | | Pay scale | Qualification | Age |
|---|-----------|---|---|---|
| General | 01 | Rs.29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble High Court of Punjab and Haryana, Chandigarh, subject to outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023. | 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 01.01.2026 for General category and relaxation in age to the reserved categories will be given as per instructions of the Hon'ble High Court as well as Punjab Government. |
| General (women) | 03 | | | |
| General (Economically Weaker Section) | 05 | | | |
| General (Economically Weaker Section) (women) | 01 | | | |
| Sportsman (General) | 01 | | | |
| Sportsman (General) (women) | 01 | | | |
| Sportsman (SC) | 01 | | | |
| Freedom Fighter (women) | 01 | | | |
| SC (Majbi & Balmiki) | 02 | | | |
| PwBD (Blindness & Low Vision) (women) | 01 | | | |
| PwBD (Deaf & Hard of hearing) (women) | 01 | | | |
| Ex-Servicemen (General) | 01 | | | |
| Ex-Servicemen (General) (women) | 03 | | | |
| Ex-Servicemen (SC others) | 04 | | | |
| Ex-Servicemen (BC/OBC) | 02 | | | |
| Total | 28 | | | |

Note:

1. The Written Examination shall be conducted as per the following qualifying criteria;

| Sr.No. | Subject | Maximum Marks | Qualifying Marks |
|--------|---------------------|---------------|------------------|
| 1 | English Composition | 50 | 33% |
| 2 | General Knowledge | 50 | 33% |

No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in Written Examination. The candidates on the basis of merit list will be called for English Typist Test (having proficiency in operation of Computers)

2. 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.
3. 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/>.
4. Application sent by post in an envelope must be superscribed **“APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS.”** 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.
5. The incomplete/incorrect applications and the applications received after 05.00 PM of due date i.e. **17.02.2026** shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
6. 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.
7. 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.
8. 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.

9. 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/>
10. 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.
11. 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
(ON 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 01.01.2026 : _____ Years _____ Months _____ Days

7. Details of Degree (Bachelor of Arts (B.A.)
 or Bachelor of Science (B.Sc) or
 its equivalent thereto) : _____

8. Proficiency in operation of computers
 (word processing & spreadsheets) : Yes No
 (Tick Yes or No)

9. Nationality : _____

10. Whether passed Punjabi in
 Matriculation or its equivalent : Yes No

11. Category (Tick only one category to which the applicant belongs)

| Sr. No. | Category | ✓ |
|---------|---|---|
| 1 | General | |
| 2 | General (women) | |
| 3 | General (Economically Weaker Section) | |
| 4 | General (Economically Weaker Section) (women) | |
| 5 | Sportsman (General) | |
| 6 | Sportsman (General) (women) | |
| 7 | Sportsman (SC) | |
| 8 | Freedom Fighter (women) | |

| Sr. No. | Category | ✓ |
|---------|---------------------------------------|---|
| 9 | SC (Majbi & Balmiki) | |
| 10 | PwBD (Blindness & Low Vision) (women) | |
| 11 | PwBD (Deaf & Hard of hearing) (women) | |
| 12 | Ex-Servicemen (General) | |
| 13 | Ex-Servicemen (General) (women) | |
| 14 | Ex-Servicemen (SC others) | |
| 15 | Ex-Servicemen (BC/OBC) | |

12. List of documents attached : _____

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 Identity proof (Aadhar Card/Driving License/Voter ID Card etc.)
4. Copy of category certificate (in case of reserved category)
5. Copy of experience certificate, if any