

OFFICE OF DISTRICT AND SESSIONS JUDGE, TARN TARAN
PUBLIC NOTICE

Applications are invited from the eligible candidates on the prescribed proforma i.e. **Annexure-‘A’** (uploaded on the website of this Sessions Division) till **05:00 P.M** of **20.08.2025** for the posts of **Clerk on adhoc basis** in Sessions Division, Tarn Taran, initially for a period of six months or till the regular appointments are made by the Hon’ble Punjab and Haryana High Court, Chandigarh, whichever is earlier, as detailed below:

| Post | No. of Posts | Pay scale | Educational Qualification | Age Limit |
|------------------------|---|--|--|---|
| Clerk (on Adhoc basis) | Total - 10 Posts to be filled among men’s Category: (General EWS – 2 General ESM -1 Mazhabi Sikh/Balmiki ESM - 1 Other SC ESM-1 Freedom Fighter -1 PwBD (Locomotor) – 1 Posts to be filled among Women’s Category: SC Mazhbi Sikh/Balmiki – 1 SC (other) – 1 General ESM – 1 | Consolidated salary amounting to Rs.29,200/- (level-5) under 6 th and 7 th CPC, as per letter No. 1230 Spl.E.II/VII.B.4(Pb)7-E dated 03.12.2024 of the Hon’ble Punjab and Haryana High Court, Chandigarh as minimum basic pay in the light of letter bearing No. Home-JD-10MISC /54/2023/2JUD11/926404/2024 dated 12.09.2024 of the Department of Home Affairs and Justice, Government of Punjab and subject to further revision as per latest instructions/guidelines of Punjab Govt. & of Hon’ble High Court, Chandigarh | Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation with proficiency in Computer. | The candidate should be between 18 to 37 years of age as on 01.08.2025 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon’ble High Court as well as Punjab Government. |

Mode of Selection:

The candidates shall be selected on the basis of merit in the written test, the syllabus of which is given below:

| Sr. no. | Duration | Subject | Type of test | Maximum Marks | Qualifying Marks |
|-------------|----------|---------------------|--|---------------|---|
| 1. | 2 hours | General Knowledge | Objective | 50 | 33% in each subject but no candidate shall be considered to have qualified the written examination unless he/she obtains 40% marks in the aggregate of both subjects. |
| 2. | | English Composition | Objective | 20 | |
| | | | Subjective (Essay/letter/ Precis/ Translation) | 30 | |
| Total marks | | | | 100 | |

Out of total candidates who qualify the written test, the number of candidates, as decided by the Recruitment Committee, will be called for Computer Proficiency Test (CPT), which will be qualifying in nature.

Important instructions:

1. Application alongwith self attested copies of relevant testimonials i.e. proof of qualification, date of birth, identity proof and category etc. and two passport size photographs, must reach this office well before 05:00 P.M of 20.08.2025. No application will be entertained thereafter. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
2. Application on prescribed proforma should be legibly filled up in Capital letters with complete particulars. Candidates have to send the “signed application form” alongwith all required supporting documents. Applications sent by post in the envelope must be super scripted “Application for the post of Clerk on Adhoc basis”.
3. Before applying the post, 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 immediately.
4. Candidates who belong to reserved category will have to attach a copy of certificate issued by the authority concerned along-with the application otherwise he/she will be considered in General Category.
5. In case no candidate of reserved category is available or found eligible, appointment shall be made from General category.
6. All the candidates must bring their photo identity proof and their testimonials, in original, at the time of competitive exam.
7. Number of above said posts can be increased or decreased by this office without giving any prior intimation to the candidates.
8. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Office reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.

9. No T.A./D.A. will be paid to the candidates appearing for test/interview.
10. Date, time and venue of test for the post of Clerk (ad-hoc basis) will be notified later on, on the website of this office

<https://districts.ecourts.gov.in/india/punjab/tarn-taran/recruit>

11. Candidates are advised to check the official website of this Sessions Division frequently, for any update. No separate intimation will be sent to any candidate.

District & Sessions Judge,
Tarn Taran.

Endst. no. 2821 /EB

Dated 31/07/2025.

Copy forwarded to:-

1. The Registrar General, Hon'ble Punjab & Haryana High Court, Chandigarh w.r.t. letter No. 966 SPL/E.II/VII.B.4(Pb.)7-E dated 16.07.2025 for information.
2. All the District & Sessions Judges in the State of Punjab, through e-mail, with the request to get this notice displayed on the Notice Boards.
3. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Boards of their respective Courts.
4. The Manager, Punjabi Tribune with the request to publish the notice in Punjabi Tribune on 01.08.2025 and send the bill alongwith copy of Advertisement to this office for payment.
5. The Employment Generation and Training Officer, Tarn Taran with the request to obtain and send the applications of eligible candidates alongwith the list thereof, to this office well before 05.00 PM of 20.08.2025.
6. The System Officer/Assistant of this Sessions Division to upload the notice on official website.
7. Daftri of this office to display the notice on the Notice Board of this Court/Office.

District & Sessions Judge,
Tarn Taran.

PROFORMA

Annexure-'A'

**APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS IN
SESSIONS DIVISION, TARN TARAN**

1. Name of the Candidate : _____
2. Father's/Husband's Name : _____
3. Date of Birth : _____
4. Age (as on 01.08.2025) : _____
5. Qualification : _____
6. Category : _____
7. Permanent Address : _____
8. Correspondence Address : _____
9. Nationality : _____
10. Contact Number/Email-id : _____

Declaration By Candidate

I hereby declare that the information given above has been filled in by me and is correct to the best of my knowledge.

(Signature of Candidate)