

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR**

**PUBLIC NOTICE**

Applications, on the prescribed proforma are invited for filling up of 05 posts of Clerk (Adhoc Basis) on the Consolidated salary amounting to Rs. 29200/- in view of the instructions issued by the Hon'ble Punjab and Haryana High Court Chandigarh, vide letter No. 1230Spl/E.II/VII.B.4(Pb.)7-E dated 03.12.2024, subject to any further revision as per latest instructions/Clarifications received from Government of Punjab and duly adopted by Hon'ble Punjab and Haryana High Court, Chandigarh. The applications on prescribed proforma shall reach the below mentioned address by 10.02.2025 before 05:00 p.m.

**“Office of the District & Sessions Judge, Gurdaspur,  
Judicial Court Complex, Gurdaspur”**

With regard to the details of these posts e.g. educational qualification, age limit, category of posts, date of interview, selection criteria, Proforma of application form etc., as mentioned in the separate Employment notice are available on the official website <https://districts.ecourts.gov.in/gurdaspur>. The candidate will solely be responsible to appear in the test/interview. No Separate information in this regard will be sent to the candidates.

**District & Sessions Judge  
Gurdaspur**

Endst No. 1721-26/E9 Dated 28-01-2025

Copy forwarded to :-

1. All the District and Sessions Judges, in the State of Punjab, for information with a request to get this notice displayed on the notice boards of their respective Sessions Divisions.
2. All the Judicial Officers of this Sessions Division for getting the same displayed on the notice board of their respective Courts, for information of the General public.
3. The Editor “**Charhdikala**” Patiala, with the request to publish the above mentioned notice and send the copy of newspaper alongwith bill to this office at the earliest.
4. The District Employment Generation and Training Officer, District Employment Exchange, Gurdaspur and Employment Officer, Employment Exchange, Batala for sending the lists of eligible candidates for the above said posts on or before 10.02.2025.
5. The Nodal Official/System Assistant, of this office to upload the same on the official website of this office.
6. Daftri of this office, with the direction to display this notice on the notice board of this Court/Office.

**District & Sessions Judge  
Gurdaspur**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR**

**PUBLIC NOTICE**

Applications, on the prescribed proforma given below with complete Bio data alongwith self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category and two passport size photographs out of which one should be pasted on the right upper side of the application, are invited for five (05) posts of Clerks (Adhoc basis), upto 05:00 P.M. on 10.02.2025 as per detail given below :-

<b>Sr. No.</b>	<b>Name of the Post</b>	<b>Number of Post</b>	<b>Pay Scale</b>	<b>Minimum Qualification</b>	<b>Age as on 01.01.2025</b>
1.	Clerk  (Adhoc basis)	<b>TOTAL = 5</b> General = 3 SC (Mazbi Sikh/Balmiki) =1 BC =1	Consolidated salary amounting to Rs. 29200/- in view of the instructions issued by the Hon'ble Punjab and Haryana High Court Chandigarh, vide letter No. 1230Spl/E.II/VII.B. 4(Pb.)7-E dated 03.12.2024.	Degree of BA/B.Sc. or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation and having proficiency in operation of computer. Recruitment criteria would be merit in the qualifying examination and weightage shall be given to the candidates having degree or Diploma in computer from a recognized University/Board. The candidates screened on the basis of their qualifications shall have to undergo computer proficiency test and personality test/interview.	18 to 37 years for General Category and relaxation to reserved categories will be given as per Punjab Government rules.

**PROFORMA**

**APPLICATION FOR THE POST OF CLERK (ADHOC )**

1. Name (In Block Letters): \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Permanent Address: \_\_\_\_\_
4. Address of Correspondence: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Qualification: \_\_\_\_\_
7. Details of Degree or Diploma in computer \_\_\_\_\_
8. Nationality: \_\_\_\_\_
9. Experience, if any: \_\_\_\_\_
10. Category: \_\_\_\_\_
11. List of documents attached: \_\_\_\_\_
12. Special aptitude, if any: \_\_\_\_\_
13. E-mail: \_\_\_\_\_

14. Telephone No. : \_\_\_\_\_


**Declaration by Candidate**

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

(Signature of candidate)

**NOTE:**

1. Last date of submission of application is **10.02.2025** upto 5:00 P.M.
2. The incomplete application and those received after 05:00 PM on due date i.e. **10.02.2025** shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
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.
4. The candidates selected on screening of the applications on the basis of criteria mentioned above will be intimated regarding date, time and venue of the Computer Proficiency test and the Personality test/interview through email or SMS. They can check the same from official website <https://districts.ecourts.gov.in/gurdaspur>, also.
5. 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 test/interview and no separate information regarding interview/test will be given.
6. Number of Posts, may be increased or decreased due to administrative reasons. In case of cancellation/postpone of test/interview due to administrative reasons, this office shall not be responsible.
7. The post of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserved category is found eligible, as per law, whatever permissible.
8. All applicants must mention contact number and Email ID in the application form.

  
(Rajinder Aggarwal)  
District & Sessions Judge  
Gurdaspur