

OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR

PUBLIC NOTICE

Applications, on the prescribed proforma are invited for filling up of two (02) posts of Process Server and three (03) posts of Peons (number of posts may increase or decrease as per official exigencies) in the Pay scale of Rs. 18000/- (level-1) (unrevised) as per 7th CPC, vide Punjab Government letter No. 7/42/2020-5FP1/741-746 dated 17.07.2020 & letter bearing memo No. HOME-JD-10MISC/54/2023-2JUD1 I/926404/2024 dated 12.09.2024 duly adopted by Hon'ble High Court of Punjab and Haryana, Chandigarh vide letter No. 957 Spl EII/L.80 (a)6E dated 01.10.2024. The applications on prescribed proforma shall reach the below mentioned address by 12.03.2025 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, 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.

Sd/-

**District & Sessions Judge
Gurdaspur**

Endst No. 4050-55/E.9 Dated 28.02.2025

Copy forwarded to :-

1. All the District and Sessions Judges, in the State of Punjab, with a request to obtain and send applications alongwith service record and ACRs files of retrenched/surplus employees, if any, to this office on or before 12.03.2025 and they may also be directed to attend this office on the abovesaid dates for interview. Further, it may be requested 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 “*Ajit*” 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 12.03.2025.
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.

Sd/-

**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 two (02) posts of Process Server and three (03) posts of Peons, upto 05:00 P.M. on 12.03.2025 as per detail given below :-

Sr. No.	Name of the Post	Number of Post	Pay Scale	Minimum Qualification	Age as on 01.01.2025
1.	Process Server	TOTAL = 02 General = 2	Pay scale of Rs. 18000/- (level-1) (unrevised) as per 7 th CPC, vide Punjab Government letter No. 7/42/2020-5FP1/741-746 dated 17.07.2020 & letter bearing memo No. HOME-JD-10MISC/54/2023-2JUD1 I/926404/2024 dated 12.09.2024 duly adopted by Hon'ble High Court of Punjab and Haryana, Chandigarh vide letter No. 957 Spl EII/L.80 (a)6E dated 01.10.2024.	Should be Matriculate with knowledge of Punjabi language.	18 to 35 years.
2.	Peon	TOTAL = 03 SC (Balmiki/ Mazbi Sikh) = 01 SC Women (Balmiki/Mazbi Sikh) = 01 SC (Others) = 01	Pay scale of Rs. 18000/- (level-1) (unrevised) as per 7 th CPC, vide Punjab Government letter No. 7/42/2020-5FP1/741-746 dated 17.07.2020 & letter bearing memo No. HOME-JD-10MISC/54/2023-2JUD1 I/926404/2024 dated 12.09.2024 duly adopted by Hon'ble High Court of Punjab and Haryana, Chandigarh vide letter No. 957 Spl EII/L.80 (a)6E dated 01.10.2024.	Should have knowledge of Punjabi upto middle standard.	18 to 40 years as relaxation in the upper age limit is available to the candidate of reserve category as per rules/instructions on the subject.

PROFORMA

APPLICATION FOR THE POST OF PEON/ PROCESS SERVER (tick mark whichever is applicable).

1. Post applied for : _____
2. Name (In Block Letters) : _____
3. Father's/Husband's Name : _____
4. Permanent Address : _____
5. Address of Correspondence : _____
6. Date of Birth : _____
7. Qualification : _____
8. Nationality : _____
9. Experience, if any : _____
10. Category : _____

11. List of documents attached : _____
 12. Special aptitude, if any : _____
 13. E-mail : _____
 14. Mobile 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 12.03.2025 upto 5:00 P.M.**
2. The incomplete application and those received after 05:00 PM on due date i.e. **12.03.2025** 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 Candidate is required to specify the post for which he/she is applying. The Composite application for the posts of Peon and Process Server cannot be made. In case any candidate wants to apply for both the posts, he/she will have submit two separate applications in separate envelope and the name of post for which he/she is applying, must be mentioned on the top of the envelope.
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. All applicants must mention contact number and Email ID in the application form.
8. The test/interview will be conducted in this office at 10:00 a.m. for both categories i.e. Process Server and Peon as per schedule mentioned below :-

Candidates whose name start with alphabet	Date of test/interview
A to F	19.03.2025
G to L	20.03.2025
M to R	21.03.2025
S to Z	24.03.2025

Sd/-
(Rajinder Aggarwal)
District & Sessions Judge
Gurdaspur