

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, NARNAUL

ADVERTISEMENT NOTICE

Applications are invited for filling up **17 (Seventeen) posts** of Clerks in this Sessions Division, purely on adhoc basis for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier on consolidated pay of ₹25,500/- (minimum of pay scale of Clerks). The number of posts may increase or decrease due to creation or withdrawal of courts or otherwise.

QUALIFICATION

- 2(a) No candidate for direct recruitment shall be eligible to apply for the post of Clerk unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognised university and has passed matriculation examination with Hindi as one of the subject.
- (b) Candidates shall have to take a written examination in the following subjects:-

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

- (c) No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and has qualified the proficiency test in operation of computers (Word Processing and Spread Sheet)

The reservation for the post of Clerks (Adhoc) as per Haryana Government policy is as under:

1	General Category	:	08
2	General (PH)	:	01
3	General (ESM)	:	02
4	Schedule Caste	:	03
5	Backward Class-A	:	02
6	Backward Class-B	:	01

- 3 In case of non availability of reserve category candidates, the posts of Clerk (Adhoc) shall be filled up amongst the candidates of General Category.
- 4 **AGE LIMIT:** No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 01.01.2024. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by Haryana Government from time to time.
- 5 **LAST DATE:** The last date for receipt of applications in the office of District and Sessions Judge, Narnaul, shall be **31.05.2024 by 05:00 PM.** No application received thereafter shall be entertained in any case. Delay on the part of postal authorities shall not be a ground for entertaining the applications received after due date.
- 6 **DATE AND PLACE OF TEST:** The applicants who fulfill the aforesaid qualification for the post of Clerks on adhoc basis will appear for written examination/computer proficiency test on the date and venue to be intimated later on the official website of this office i.e. **<https://narnaul.dcourts.gov.in/recruit>**. The applicants shall bring their original testimonials at the time of written examination. No separate call

letters for the written examination / computer proficiency test shall be sent to the applicants.

- 7 The applications on plain paper with recent passport size photograph of candidate affixed thereon containing full particulars i.e. name, father's/husband's name, date of birth, sex, educational qualification, category, permanent address, correspondence address, contact / mobile number(s), e-mail id, experience, if any, alongwith attested copies of the relevant certificates besides one self addressed duly affixed postal stamped envelope should reach in the office of District and Sessions Judge, Narnaul either by registered post/speed post or by hand well before the closing date i.e. **31.05.2024 by 05:00 PM.**
- 8 The incomplete applications and submitted without signature, photographs, envelopes and attested copies of the relevant certificates shall be straightway rejected without any information to the candidates.
- 9 No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after closing date.
- 10 The candidates qualifying the written test will be subjected to written/oral test for proving their proficiency test in operation of computers (word processing and spread sheets).
- 11 No TA/DA is admissible to any candidate appearing in the written/computer proficiency test for the post mentioned above.

Dated : 15.05.2024


(Dr. D.N. Bhardwaj)
Chairman
Recruitment Committee,
Narnaul.

Endst: No. 4148-51 /

Dated 15.05.2024 /

Display on the notice board as well as official website of this office.

Copy forwarded to the following:-

- 1 The **Employment Officer**, District Employment Exchange, Narnaul and the **Secretary**, Zila Sainik Board, Narnaul for information and necessary action. They are directed to sponsor the names of the eligible candidates by **31.05.2024 by 05:00 PM** positively the last date fixed for receipt of the applications. List of the candidates received after due date shall not be considered in any way. They shall communicate the candidates whose names are sponsored.
- 2 The Advertisement Manager, **The Tribune Trust (Publication)**, Sector – 29, Chandigarh and the Advertisement Manager, **Dainik Chetna, (Hindi Newspaper)**, Bhiwani with the request to publish the above said advertisement in the daily Newspaper at the earliest, preferably on or before **16.05.2024.**


(Dr. D.N. Bhardwaj)
Chairman
Recruitment Committee,
Narnaul.

To

Learned District and Sessions Judge,
Narnaul.

Paste your
recent Passport
size Photograph
duly attested

Subject:- Application for the post of Clerk purely on adhoc basis.

Respected Sir,

I have the honour to submit that I have come to know that some posts of Clerk purely on adhoc basis are lying vacant under your kind control. I offer my services for the same. My bio-data and other particulars are as under:-

Name (In Capital Letters)					
Father's/Husband's Name					
Date of Birth					
Sex					
Marital Status					
Category (mandatory), if any (Alongwith attested copy of certificate issued by the competent authority)					
Educational Qualification					
Sr. No.	Examination Passed	Board/University	Year of Passing exam	Marks Obtained /Total Marks	%age
Permanent Address					
Postal Address					
Experience, if any					
Contact/Mobile No.					
Email ID					

Yours faithfully,

(Signature of the applicant)