

PROFORMA

APPLICATION FOR THE POST OF _____

1. NAME (in Block Letters) : _____
2. FATHER/HUSBAND's NAME : _____
3. DATE OF BIRTH (Attach Proof) : _____
4. CATEGORY (Attach Proof for reserve Category) : _____
5. NATIONALITY : _____
6. EXPERIENCE : _____
7. PERMANENT ADDRESS : _____
8. CORRESPONDENCE ADDRESS : _____
9. CONTACT NUMBER (Mandatory) : _____
10. E-mail Id : _____
11. Knowledge of Punjabi : Yes / No
(upto Middle standard for the post of Peon/
Matriculation for the post of Process Server) (Tick Yes or No)

Recent Passport
Size Photograph

12. Educational Qualification acquired (Middle/Matriculation Standard onwards)

Name of Examination	Board/University/Equivalent Institution	Year of Passing
Middle (8 th)		
Matriculation (10 th)		

13. Whether any FIR/ Criminal case was/is registered/ pending against you, with the Police or any Court (if Yes status of the same be attached with the application) : _____
14. Special aptitude, if any : _____
15. List of documents attached : _____

(Column not filled or if the information filled is irrelevant same will be treated as "No" or "N.A." as per the details demanded in the column.)

UNDERTAKING

I have read all the terms and conditions of Advertisement published on the official website of Barnala, Sessions Division. I further undertake that I am eligible for the abovesaid post, particulars are hereby correct and true to be best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected. I also undertake that I will visit the website to seek latest information regarding process of recruitment on my own.

Place: _____

Date: _____

(Signature of applicant)

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARNALA

PUBLIC NOTICE

Applications in the prescribed proforma alongwith attested copies of testimonials and two recent passport size photographs with complete bio-data, are invited for filling up the six (6) posts of Process-Servers and ten (10) posts of Peons (Class IV employees) till 30.11.2024 before 05:00 P.M. The qualification, pay and other criteria to fill up these posts is as under:-

Post	No. of Posts	Qualification	Pay Scale
Process Servers	Total- 06 (six)	Should be Matriculate with knowledge of Punjabi language.	Pay matrix level-I with basic pay of Rs. 18,000/- admissible as per 7 th Central Pay Commission, as per letter no. 957 Spl.E.II/L.80(a) dated 01.10.2024 of the Hon'ble High Court, subject to any further revision and as per latest instructions/clarifications received from Government of Punjab and Hon'ble High Court of Punjab and Haryana, Chandigarh.
	General-2		
	S.C. (others)-1		
	S.C. (M&B)-1		
	E.S.M. (Gen)-1		
	B.C.-1		
Peons	Total-10 (ten)	Should have knowledge of Punjabi language upto middle standard.	
	General-4		
	SC (M&B)-5		
	Handicapped-1		

The age of candidate as on 01.11.2024 should be between 18 to 35 years for General category. Relaxation of age will be given to candidates of reserved category as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

Note:

1. The interview/skill assessment will be conducted in this office at 10:00 A.M. as per first alphabet of the first name of the eligible candidates and date of interview will be as under:-

Schedule for interview for six (6) posts of Process-Servers:-

Date	Candidate starting their name with alphabet
04/12/2024	A to H
05/12/2024	I to P
07/12/2024	Q to Z

Schedule for interview for ten (10) posts of Peons:-

Date	Candidate starting their name with alphabet
11/12/2024	A to H
12/12/2024	I to P
13/12/2024	Q to Z

2. All the eligible candidates must bring the original testimonials with them, at the time of interview/Skill Assessment test. No TA/DA will be paid to the candidates for this purpose.
3. Candidates willing to apply for both posts i.e. Peon and Process Server will have to submit **separate application for each post in separate envelope.**

4. The candidate will be solely responsible to appear in the interview/skill assessment test. No separate information in this regard will be sent to the candidates.
5. The incomplete applications, applications of ineligible candidates and those received after 05.00 pm of due date i.e. 30.11.2024 shall not be entertained and shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery whatsoever.
6. Before applying for the post of Process-Server and Peon, 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 appointed erroneously such candidate shall be removed from service.
7. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
8. Preference will be given to the retrenched employees of Sessions Division of State of Punjab.
9. The posts of reserved category will be offered to the candidate of General Category, if no suitable candidate from the reserved category is found eligible, as per law.
10. The benefit of relaxation in age and reservation will not be extended to the applicants of reserved categories of other states (except age relaxation to Government employees as provided in Rules). These applicants are required to apply under General category.
11. The candidate will be solely responsible to appear in the interview/Skill Assessment test as the case may be. It is clarified that permission to appear in the interview/Skill Assessment test is only provisional and all the other required criteria for the post of Process-Server and Peon would be considered separately later on by scrutinizing the applications. Also the objections/discrepancies, if any, in such applications would be considered later on and the candidates would be considered for the post only, if their candidature/application is found in order.
12. Special aptitude means any skill-set possessed by the candidate including a special knowledge of Mali/Gardner, Cook, Electrician, Driver, Plumber, Computer Technician, if any.
13. Applications in prescribed proforma should be legibly filled up in **CAPITAL LETTERS** with complete particulars. Candidate has to send the "signed application form" alongwith all required supporting documents. Application sent by post in an envelope must be super scribed "**APPLICATION FOR THE POST OF PROCESS SERVER**" OR "**APPLICATION FOR THE POST OF PEON**" as the case may be.
14. All the candidates are advised to check the official website of this Sessions Division i.e. <https://barnala.dcourts.gov.in/notice-category/recruitments/> from time to time for any further information or updation.
15. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
16. No request for any sort to make up deficiency in the application form would be entertained after the due date nor this office shall entertain any call or conversation regarding receipt of application forms as well as their tracking.
17. Number of above said posts, may be increased or decreased at the time of preparation of merit list, due to administrative exigency or post falling vacant as release from being reserved for compassionate appointment or otherwise. In case of Cancellation/Postponement of interview/Skill assessment test due to administrative reasons, this office shall not be responsible and same will be notified on official website of this office i.e. <https://barnala.dcourts.gov.in/notice-category/recruitments/>



(B.B.S. Teji)
District & Sessions Judge,
Barnala.