

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : RUPNAGAR.**

**PUBLIC NOTICE**

Applications are invited from the eligible candidates along with two recent identical passport size photographs (one duly pasted and one stapled on the application form) strictly on the prescribed proforma attached with the notice till 05:00 P.M. of 22.04.2024 for filling up 03 posts of Process Server and 01 post of Peon on regular basis.

<b>Sr. No.</b>	<b>Post</b>	<b>No. of posts.</b>	<b>Pay Scale</b>	<b>Education</b>	<b>Age Limit</b>
1.	Process Server	03 (Three) GEN =01 SC =01 Handicapped =01	Salary, pay, allowances etc, shall be governed as per the latest rules and instructions issued by the Govt. of Punjab for Subordinate Courts duly adopted by the Hon'ble High Court from time to time	Should be matriculate with knowledge of Punjabi Language	The candidates should not be below 18 years and not above 35 years of age as on <b>01.04.2024</b> The relaxation of age will be given to the candidates belonging to reserve category as per instructions of Hon'ble High Court as well as Punjab Government issued from time to time.
2.	Peon	01 (One) Gen =01	Salary, pay, allowances etc, shall be governed as per the latest rules and instructions issued by the Govt. of Punjab for subordinate Courts duly adopted by the Hon'ble High Court from time to time	Should have knowledge of Punjabi Language upto middle standard.	The candidates should not be below 18 years and not above 35 years of age as on <b>01.04.2024</b> .

**Note:-**

**A) The benefit of reservation will be extended only to the applicants, who have domicile of Punjab. The applicants of Other States seeking reservation will be treated under General category.**

1. Self attested copies of relevant testimonials i.e. proof of qualification and date of birth, reserved category certificate issued by the competent authority and identity proof must be attached with the application and should reach in this office by 5:00 PM of 22.04.2024. No application will be entertained thereafter.
2. The date of Interview for the post of Process Servers and Peons will be 06.05.2024 onwards and 13.05.2024 onwards respectively (List of candidates along with interview timings will be uploaded on the official website of Rupnagar Sessions Division in due course of time;  
**<https://rupnagar.dcourts.gov.in/notice-category/recruitments/>**)
3. All the candidates must bring the original testimonials with them, at the time of interview. No TA/DA will be paid to the candidates appearing for interview and no separate information regarding interview will be given.
4. Incomplete applications will be rejected summarily without any notice.
5. Number of posts mentioned above may increase or decrease. In case of administrative reasons arising later on, the interview for the aforesaid post can be canceled/postponed, this office will not be responsible.
6. In the application, it should be clearly mentioned as to whether any FIR/ CrI. Case was/is registered/pending against the applicant, with the police or any court. If yes, status of the same be attached with the application .
7. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
8. The undersigned reserves the right to alter/modify or change any of the term and conditions including selection criteria etc. spelt out in the advertisement.
9. A candidate, whether he/she belongs to General or Reserve Category, can submit only one application for a particular category against post of peon and process server.
10. Candidate should clearly mention the post for which he/she is applying on the postal envelope. The candidates who want to apply for both the posts i.e. Process Server and Peon should send the separate application forms in separate envelope.

Sd/-

**DISTRICT & SESSIONS JUDGE  
RUPNAGAR.**

**OFFICE OF DISTRICT & SESSIONS JUDGE, RUPNAGAR**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

To,

**The District & Sessions Judge,  
Rupnagar.**

Recent  
passport size  
photograph

1. Name (In Block Letters) : \_\_\_\_\_
2. Father/Husband Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Communication Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Contact No: : \_\_\_\_\_
7. Email Address : \_\_\_\_\_
8. Category(attach proof) : \_\_\_\_\_
9. Education Qualification : \_\_\_\_\_
10. Whether any FIR/Crl. Case is/was pending or registered. : \_\_\_\_\_

**Declaration:-**

I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing has been concealed therein and if any information found false, my candidature will be liable to be rejected.

**(Signature of the Applicant)**

**List of Documents (Attested) to be attached:**

1. Proof of Date of Birth.
2. Educational Qualification Certificates.
3. Caste Certificate/ Category Certificate or any other certificate , for which seeking age relaxation.
4. Experience certificate, if any.
5. Identity proof.
6. Two identical passport size photographs.