

OFFICE OF THE DISTRICT & SESSIONS JUDGE : RUPNAGAR.

PUBLIC NOTICE

Applications are invited to the fill up 11 posts (including 08 anticipated vacancies) of Clerks on adhoc basis, for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, from the eligible candidates on the prescribed proforma (given below) alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. alongwith two passport size photographs (one to be pasted on the right upper side of the prescribed proforma and one photograph to be stapled with the application form), up till the 5:00 PM of 20.03.2025:-

| Educational Qualification | Emoluments | Age Limit | Number of Posts | | | |
|---|---|--|---|--------------|--|----|
| | | | Actual Vacancies | | Anticipated Vacancies | |
| Candidates should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Punjabi as one of the subject and must have proficiency in operation of Computers. Remarks: Appointment letter to the selected candidates against 08 anticipated posts of Clerk (which will be created for newly recruited Judicial Officers) would be issued only on joining of the newly recruited Judicial Officers after completion of their training. | Rs.29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble Punjab and Haryana High Court subject to outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023. | The candidate should be between 18 to 37 years of age as on 01.03.2025. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government. | BC (Women) of Punjab | 01 | General | 02 |
| | | | | | SC (Women) (Mazbhi Sikh/ Balmiki) of Punjab | 01 |
| | | | | | SC (Others) of Punjab | 01 |
| | | | Person with Disability (Low Vision) of Punjab | 01 | BC (Women) of Punjab | 01 |
| | | | | | Person with Disability (Locomotive Disability) of Punjab | 01 |
| | | | ESM (General Women) of Punjab | 01 | EWS (General) of Punjab | 01 |
| | | | | | ESM of Punjab | 01 |
| Total | | | 03 | Total | 08 | |

- a) The above-mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made from General Category.
- b) Number of vacancies may be altered without any prior notice.
- c) Only Scheduled Caste, BC/OBC, Ex-Serviceman candidates of Punjab domicile are eligible for seeking benefit of reservation. Reservation shall be provided to candidates person with disability, as per rules. Candidates who belong to reserve category shall attach

copy of their respective category certificate duly issued by the competent authority failing which he/she will be considered in General Category.

SELECTION CRITERIA

Candidates shall have to take a written examination in the following subjects:-

| Sr.No. | Subject | Max. Marks | Qualifying |
|--------|---------------------|------------|------------|
| 1. | English Composition | 50 | 33% |
| 2. | General Knowledge | 50 | 33% |

No Candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination.

Thereafter, shortlisted candidates (on the basis of the merit list) equal to ten times of vacancy will be called for Computer proficiency Test/Interview.

DATE, TIME & VENUE OF TEST

The exact details (date, timing, venue etc) of the written test as well as computer proficiency test will be displayed on the notice board of the Office of the undersigned as well as on the official website of District & Sessions Judge, Rupnagar i.e. <https://rupnagar.dcourts.gov.in> Candidates in their own interest are advised to check the website frequently. No separate/individual information will be given to any candidate by this office.

NOTES

1. Application on prescribed proforma should be legibly filled up in CAPITAL LETTERS with complete particulars. Candidate has to send the "signed application form" along with all required supporting documents. Application sent by post in an envelope must be super scribed "APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS." Further, one envelope should contain only one application.
2. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.
3. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after due date shall not be entertained.
4. The candidates are required to bring at least one photo ID proof on the day of test.
5. No TA/DA will be given to the candidates appearing for test.
6. The scheduled test can be postponed/cancelled, without any prior notice. In that case, next date of test shall be displayed on the notice board of this Office as well as the website, stated above. No separate intimation will be sent to any candidate.
7. The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of selection process, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.

8. The number of vacancies as shown above are tentative and may be increased or decreased in future due to administrative exigencies and this office reserves the right to prepare a Merit List/Waiting list of the candidates with more than actual/tentative number of vacancies.

9. In case the sufficient/required number of candidates are not available in any of the respective reserved category, then the vacancies left unfilled in such reserved category may be filled by this office from amongst the candidates available in unreserved category, subject to their availability.

10. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This office shall reserve the right to alter/modify or change any of the terms and conditions including selection criteria.etc. spelt out in the public notice/employment notice.

Sd/-

**District and Sessions Judge,
Rupnagar.**

PROFORMA

APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS IN THE SESSIONS DIVISION,
RUPNAGAR
(to be filed in capital letters)

| 1. | Name | | | | | | | | | | | | | | | | | | | | | | | |
|--|--|------------------|--------------------|-------|-----------------------|------------|--|--|----------------------|--|---|--|--|--|-------------------------|--|--|--|---|--|--|--|--|--|
| 2. | Father's Name/Husband Name | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | Date of Birth | | | | | | | | | | | | | | | | | | | | | | | |
| 4. | Age as on 01.03.2025 (attach proof) | | | | | | | | | | | | | | | | | | | | | | | |
| 5. | Qualification (attach proof) : | | | | | | | | | | | | | | | | | | | | | | | |
| Stage | Nature of qualification (BA/B.Com/B.Sc./MA/ M.Sc./M.Com etc) | Board/University | Year of Passing | Marks | | Percentage | | | | | | | | | | | | | | | | | | |
| | | | | Total | Obtained | | | | | | | | | | | | | | | | | | | |
| Matric | | | | | | | | | | | | | | | | | | | | | | | | |
| Graduation | | | | | | | | | | | | | | | | | | | | | | | | |
| Masters | | | | | | | | | | | | | | | | | | | | | | | | |
| Any other | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | |
| 6. | Whether Punjabi passed upto matriculation or equivalent thereto (attach proof) | | | | | | | | | | | | | | | | | | | | | | | |
| 7. | Category (Attach Proof) (Tick (✓) only ONE category to which the applicant belongs) | | | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr><td>General</td><td></td></tr> <tr><td>SC (Others) of Punjab</td><td></td></tr> <tr><td>SC (Women) (Mazbhi Sikh/Balmiki) of Punjab</td><td></td></tr> <tr><td>BC (Women) of Punjab</td><td></td></tr> <tr><td>Person with Disability (Low Vision) of Punjab</td><td></td></tr> <tr><td>Person with Disability (Locomotive Disability) of Punjab</td><td></td></tr> <tr><td>Ex-Serviceman of Punjab</td><td></td></tr> <tr><td>Ex-Serviceman (General Women) of Punjab</td><td></td></tr> <tr><td>Economically Weaker Section (General) of Punjab</td><td></td></tr> </table> | | General | | SC (Others) of Punjab | | SC (Women) (Mazbhi Sikh/Balmiki) of Punjab | | BC (Women) of Punjab | | Person with Disability (Low Vision) of Punjab | | Person with Disability (Locomotive Disability) of Punjab | | Ex-Serviceman of Punjab | | Ex-Serviceman (General Women) of Punjab | | Economically Weaker Section (General) of Punjab | | | | | |
| General | | | | | | | | | | | | | | | | | | | | | | | | |
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| Ex-Serviceman (General Women) of Punjab | | | | | | | | | | | | | | | | | | | | | | | | |
| Economically Weaker Section (General) of Punjab | | | | | | | | | | | | | | | | | | | | | | | | |
| 8. | Permanent Address | | | | | | | | | | | | | | | | | | | | | | | |
| 9. | Correspondence Address | | | | | | | | | | | | | | | | | | | | | | | |
| 10. | Nationality | | | | | | | | | | | | | | | | | | | | | | | |
| 11. | Telephone/Mobile Number | | | | | | | | | | | | | | | | | | | | | | | |
| 12. | E-mail ID | | | | | | | | | | | | | | | | | | | | | | | |

Declaration by Candidate

I have read the terms and conditions of the advertisement and agree to the same and further I fulfil the requisite qualification and eligibility criteria to apply for the same. I hereby declare that the particulars given above have been filled by me and are correct and true to the best of my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected.

Place:

Dated:

Signature of candidate