

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR
EMPLOYMENT NOTICE

Applications are invited from eligible candidates to fill **08 (eight) posts** of **Peon**, purely on **ad hoc** basis, on a consolidated pay of **₹16,900/- per month** (being the initial pay scale of a regular Peon), 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. The category-wise break-up of the aforementioned posts is as under:

Total number of Vacancies	General	EWS (Economically Weaker Section)	SC	BC-A	ESM (General)
			DSC		
08	04	01	01	01	01

The number of vacancies may increase or decrease due to creation or withdrawal of Courts or otherwise during the selection process. No intimation in this regard will be issued separately.

The selection for the aforesaid posts shall be made strictly in accordance with Rule 7 of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service), Rules, 1997 (*amended from time to time*).

AS PER RULE 7 *ibid*, ESSENTIAL QUALIFICATION FOR THE POST IS:

Applicant shall have passed middle standard examination from recognized Board and possess knowledge of Hindi/Punjabi.

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 01.02.2026. However, age relaxation for reserved posts shall be applicable as per reservation policies framed by the Government of Haryana from time to time and adopted by the Hon'ble High Court of Punjab and Haryana, Chandigarh

RESERVATION

Reservation shall be applicable only to candidates who are domiciled in the State of Haryana. Candidates belonging to reserved categories of other States/Union Territories shall be treated as candidates of the 'General Category'. The reservation policy of the Government of Haryana, as duly adopted by the Hon'ble High Court, along with the

relevant instructions issued by the Hon'ble High Court of Punjab and Haryana, Chandigarh, shall be applicable. However, in the event of non-availability of a suitable candidate in a 'reserved category', the reserved post shall be filled from among suitable candidates available in the 'unreserved category', as per the relevant reservation policy

LAST DATE

The last date for receipt of the applications by post or by hand in the office of the undersigned i.e. ***The District and Sessions Judge, Jhajjar*** shall be 20.02.2026 upto 05:00 PM. No application received thereafter shall be entertained in any case and outrightly rejected without any further correspondence. Delay on the part of the postal or other authorities shall be no ground for entertaining the applications received after due date. Applications received through e-mail would not be entertained/accepted in any manner.

INSTRUCTIONS

(i) The candidate shall submit an application on plain paper, duly affixed with his/her latest passport-size photograph at the top, containing the following particulars: name, father's/husband's name, date of birth, sex, educational qualifications, category of reservation (mandatory, if applicable), mobile number, permanent and correspondence addresses, and experience, if any. Self-attested photocopies of educational documents and certificates in support of the claimed reserved category, experience, etc., must be attached with the application. No change of category shall be permitted after submission of the application.

Format of application can be downloaded from the website of District Courts Jhajjar i.e. <https://jhajjar.dcourts.gov.in/notice-category/recruitments/>;

(ii) The applicants should disclose all their educational qualifications and other declaration/certificate in the application form. Non-disclosure thereof may disqualify the concerned candidate for appointment and may also render him/her liable for prosecution under relevant provisions of law;

(iii) Incomplete applications, unsigned applications, or applications received without the requisite documents shall be rejected outright without assigning any reason whatsoever. No correspondence shall be entertained in respect of incomplete applications or applications rejected by this office on account of receipt after the expiry of the last date, i.e. 20.02.2026. However, the rejection list shall be uploaded on the website of the District Courts, Jhajjar;

(iv) The schedule of interview shall be uploaded in due course on the above-said website of this office. List of eligible and ineligible candidates will be uploaded on the website of District Courts, Jhajjar well before commencement of the interview. No letter/intimation in this regard will be issued separately.

The candidates are required to bring their original testimonials and proof of identity which has been attached with the application at the time of interview;

- (v) If, upon verification at any stage before or after the interview, it is found that the candidate does not fulfil any of the eligibility conditions, his/her candidature shall be cancelled without any notice;
- (vi) A candidate shall submit only one application for a particular category. In case multiple applications are submitted, only the last application shall be considered;
- (vii) The certificate in support of the claim for reservation must be issued by the Competent Authority;
- (viii) The benefit of reservation under the Economically Weaker Sections (EWS) category shall be admissible only on production of a valid Income and Asset Certificate issued by the Competent Authority;
- (ix) Candidates belonging to Backward Classes (BC-A) shall be required to submit a valid '**Non-Creamy Layer**' Certificate issued by the competent authority of the Government of Haryana. The certificate must be valid as on the last date of submission of the application. Candidates falling under the Creamy Layer shall not be entitled to the benefit of reservation and shall be treated as General Category candidates;
- (x) Applications must reach the address mentioned below. The envelope should be clearly superscribed on the top as:
"APPLICATION FOR THE POST OF PEON ON ADHOC BASIS"
Address:
*The District and Sessions Judge,
Judicial Courts Complex,
Gurugram Road, Jhajjar.*
- (xi) No TA/DA shall be admissible to any candidate appearing for Interview;
- (xii) After completion of the selection process, the final result shall be displayed on the above-said official website;
- (xiii) The decision of the Selection Committee in all matters relating to acceptance or rejection of applications, eligibility or suitability of candidates, and the mode/criteria of selection etc. shall be final and binding on all the applicants;
- (xiv) Candidates are advised to visit the above-mentioned website of this office regularly for latest updates.

Dated: 02.02.2026

(Ajay Tewatia)
District and Sessions Judge,
Jhajjar

APPLICATION FORM FOR THE POST OF PEON PURELY ON ADHOC BASIS

Space for photograph

To
The District and Sessions Judge
Jhajjar

Subject:- Application for the post of Peon purely on Adhoc basis

Name of the Candidate		:				
Father's /Husband's Name		:				
Date of Birth		:				
Age as on 01.02.2026		:				
Sex(Male/Female)		:				
Nationality		:				
Category		:				
Academic Qualification		:				
Examination /Degree	Board/University	Year of passing	Divn/ Class	% age of Marks	Grade Point	
Permanent Address		:				
Correspondence Address		:				
Experience, if any		:				
Contact/Mobile Number		:				
E-mail I.D, if any		:				

I, _____ son/daughter/wife of Shri _____, hereby declare that the information given above and in the attached documents is true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....
Place:.....

(Signature of Candidate)

Note: Attach self-attested photocopies of all relevant documents