

OFFICE OF THE DISTRICT & SESSIONS JUDGE, JALANDHAR

PUBLIC NOTICE

Applications strictly in the prescribed performa, along with attested copies of relevant testimonials, two recent passport size photographs, out of which one should be pasted on the application form are invited to fill up following posts. Last date and time for receipt of application in this office is 24.10.2024 upto 5:00 P.M.

| Post | No. of Posts | Qualification | Pay |
|-----------------------|--|---|---|
| Process Server | Total -08 General-3 B.C-1 S.C-1 Ex-Servicemen(General)-2 General (Sportsmen)-1 | Should be matriculate with knowledge of Punjabi language | Pay Matrix Level-1 with Basic Pay of Rs. 18000/- on the pattern of 7 th Central Pay Commission as per Hon'ble High Court Letter No. 957 Spl E.II/ VII/L.80(a)6E dated 01.10.2024 or as admissible from time to time. |
| Peon | Total -07 General- 05 Handicapped (OH)-01 S.C- 01 | Should have knowledge of Punjabi language upto middle standard. | Pay Matrix Level-1 with Basic Pay of Rs. 18000/- on the pattern of 7 th Central Pay Commission as per Hon'ble High Court Letter No. 957 Spl E.II/ VII/L.80(a)6E dated 01.10.2024 or as admissible from time to time. |

The Age of Candidate as on 01.09.2024 should be between 18 to 35 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

Candidate should report for checking of testimonials/Interview at Judicial Court Complex, opposite Maya Hotel, Jalandhar at 10:00 AM on following dates:-

| Name of Post | Date of Interview/Checking of Testimonials |
|---------------------|---|
| Process Server | w.e.f 08.11.2024 onwards |
| Peon | |

No separate letters/ information will be sent for the same. However, detailed Schedule for Interview will be notified on the website of this office i.e. <https://jalandhar.dcourts.gov.in/notice-category/recruitments/> as such the candidates are advised to check the website in routine for further information.

NOTE :-

1. At the first instance efforts will be made to fill up the above mentioned posts by absorbing the eligible retrenched/surplus employees of Judicial Department, if found available.
2. All the candidates must bring the original testimonials with them at the time of interview. No TA/DA will be given to candidates appearing in interview.
3. The posts of reserved category will be offered to the candidates of General category in case no suitable candidate from the reserved category is found available.

4. The number of posts may increase or decrease. In case of any administrative reason arising later on, the interview for the aforesaid posts can be cancelled/postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this Office.
5. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
6. 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 PEON" OR "APPLICATION FOR THE POST OF PROCESS SERVER" as the case may be.
7. In case any of the candidate is to apply for more than one post, he/ she will have to submit separate application to each of the post completing all the requirements.
8. The forms which are wrongly filled up or incomplete application forms will be summarily rejected. No correspondence will be made by this office in this regard.
9. All the applications which would be received after due date and time either by post or otherwise shall not be entertained. This office will not be responsible for any postal delay or wrong delivery.

Encl: Application Performa

**Sd/-
District & Sessions Judge
Jalandhar**

Endst. No.15624-29 G/E(4)a

Dated : 08.10.2024

1. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications along with service record of retrenched/surplus officials of above mentioned categories, if any to this office on or before the last date mentioned above.
2. The Deputy Commissioner, Jalandhar with the request to get the above mentioned notice displayed on Notice Board of his Office.
3. All the Judicial Officers of this Sessions Division to display the notice on the notice board of their respective Courts.
4. The Deputy Director, Employment Generation and Training, District Bureau of Employment Generation and Training, Jalandhar with request to send the list of eligible candidates mentioning the details as required in the enclosed Application Performa alongwith relevant testimonials of candidates on or before the last date mentioned above. If list is not as desired, the same will not be considered.
5. The District Sainik Welfare Officer, Ladowali Road, Jalandhar with request to send the list of eligible candidates mentioning the details as required in the enclosed Application Performa alongwith relevant testimonials of candidates on or before the last date mentioned above. If list is not as desired, the same will not be considered.
6. Detailed Advertisement be displayed on the Website of this Sessions Division by the concerned official and on Notice Board of this Office by the concerned Daftri.

**Sd/-
District & Sessions Judge
Jalandhar**

DISTRICT & SESSIONS JUDGE, JALANDHAR

APPLICATION FOR THE POST OF PROCESS SERVER

| | | | |
|---|---|------------------------------|------------------------------------|
| 1 | Name (in Block Letters) | _____ | Recent Passport Size Photograph |
| 2 | Father/Husband's Name | _____ | |
| 3 | Date of Birth (Attach proof) | _____ | |
| 4 | Category (Attach proof for reserved category) | _____ | |
| 5 | Nationality | _____ | |
| 6 | Communication Address | _____ | |
| 7 | Contact No. (Mandatory) | _____ | |
| 8 | Knowledge of Punjabi upto Matric Standard | Yes / No (Tick Yes or No) | |

9 Educational Qualification Acquired (Matriculation Standard onwards)

| Name of Examination | Board/University/ Equivalent Institution | Year of passing |
|-----------------------------------|--|-----------------|
| Matriculation (10 th) | | |
| | | |
| | | |
| | | |

(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.)

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certify that I am eligible for the abovesaid post and the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected.

Place: _____
Date: _____

Signature of the Applicant

DISTRICT & SESSIONS JUDGE, JALANDHAR

APPLICATION FOR THE POST OF PEON

| | | | |
|---|---|------------------------------|------------------------------------|
| 1 | Name (in Block Letters) | _____ | Recent Passport Size Photograph |
| 2 | Father/Husband's Name | _____ | |
| 3 | Date of Birth (Attach proof) | _____ | |
| 4 | Category (Attach proof for reserved category) | _____ | |
| 5 | Nationality | _____ | |
| 6 | Communication Address | _____ | |
| 7 | Contact No. (Mandatory) | _____ | |
| 8 | Knowledge of Punjabi upto Middle Standard | Yes / No (Tick Yes or No) | |

9 Educational Qualification

| Name of Examination | Board/University/ Equivalent Institution | Year of passing |
|---------------------|--|-----------------|
| | | |
| | | |
| | | |

(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.)

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certify that I am eligible for the abovesaid post and the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected.

Place: _____
Date: _____

Signature of the Applicant