

**EMPLOYMENT NOTICE FOR POSTS OF
PROCESS SERVER AND PEON**

Applications for 03 posts of Process Servers in the pay scale of Rs. 4440-7440 + 1650 Grade Pay, and 17 posts of Peon in the pay scale of Rs. 4440-7440 + 1300 Grade Pay, purely on temporary basis for Ambala Sessions Division are hereby invited from the general public. The selection for the aforesaid posts shall be made strictly in accordance with Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997. The qualifications for the aforesaid posts shall be as follows:-

PROCESS SERVER :- Appointment to the posts of Process Server shall be made from candidates having passed matriculation from a recognized Board with knowledge of Hindi or Punjabi.

PEON :- Appointment to the posts of Peon shall be made from candidates who have passed middle standard examination from a recognized Board and possess knowledge of Hindi/Punjabi.

AGE LIMIT :- The minimum age limit of a candidate for appointment to the aforesaid posts shall be 18 years as on 1.1.2015 and the upper age limit shall be in accordance with the latest instructions of the Haryana Government in this regard.

In case of candidates belonging to Scheduled Caste, Backward Class and Ex-Serviceman, the upper age limit shall be such, as has been fixed by the Haryana Government .

RESERVATION :- Reservation of posts for members of Scheduled Caste, Scheduled Tribe, other Backward Class, Ex.Servicemen and Physically Handicapped persons shall be as per Haryana Government instructions/policy.

Provided that where no candidate of reserved category is available, then appointment shall be made from general category.

Category wise reservation of posts is, however, as under :-

Name of the post	Total No. of posts	General	S.C.	B.C.		Ex. Service man		
				A	B	G	BC	
							A	B
Process Server	3	3	-	-	-	-	-	-
Peon	17	10	3	2	1	1	-	-

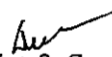
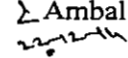
LAST DATE :- Last date for receipt of the applications by all modes shall be **15.01.2015 till 4.00 P.M.**

OTHER DETAILS

- i) The application on the given format affixed with recent photograph of candidate, shall contain all details of the candidate(as per format) and be submitted with self attested copies of the relevant certificates in support thereof. The application should reach either by registered post or by hand well before the closing date at the following address :-

***The Superintendent,
Office of District and Sessions Judge,
Ambala, Haryana.***

- ii) The incomplete applications and filed without photographs and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate.
- iii) No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after last date of submission of application. Any such application shall be straight way rejected without any information to the Candidate.
- iv) **This office will not be responsible for any postal delay.**
- (v) The candidate must mention on the head of application for which post he/she is applying. In case, applicant wants to apply for the post of Process Server and Peon, he/she is required to submit separate applications.
- (vi) The candidates shall also bring their original certificates on the date of interview.
- (vii) No TA/DA shall be paid.
- (viii) The date of interview shall be intimated through same mode. No separate correspondence shall be made in this regard.
- (ix) The number of vacancies may increase or decrease, as per discretion of the Appointing Authority.
- (x) For any information/query, please visit website of Ambala Sessions Division i.e. www.ecourts.gov.in/ambala/history


District & Sessions Judge,
Ambala.


APPLICATION FORMAT

Affix latest
passport size
Self attested
photograph

Application for the post of _____

1. Name of the applicant (in block letters): _____
2. Father's/Husband's name: _____
3. Date of Birth and place: _____
4. Nationality: _____
5. Age as on 1.1.2015: _____
6. Sex(Male/Female): _____
7. Present address: _____

8. Permanent address: _____

9. Telephone/Mobile no. _____
10. Whether belong to SC/ST/OBC/PH: _____

If yes enclose attested copy of the certificate issued by appropriate authority duly attested.

11. Educational / technical qualifications:

Sr. No.	Name of examination	University/ board	Year of passing	Grade/ Division & % of marks in aggregate	Subjects passed

12. Experience:

Name of employer	Designation	Pay Scale/ Salary consolidated remuneration drawn	Period		Nature of duties work
			From	To	

13. Any other relevant information the candidate may like to address, if any _____

14. Declaration: I solemnly declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found incorrect/incomplete, detected at any time before or after selection/ interview, my candidature is liable to be rejected outrightly and I shall be bound by the decision of the Appointing Authority.

Place: _____

Date: _____

Signature of candidate