

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: BATHINDA**  
**PUBLIC NOTICE**

Applications on the prescribed performa (with one recent passport size photograph) alongwith attested copies of testimonials are invited uptill 21.12.2016 by 4:00 p.m., for the posts mentioned below:-

Sr. No.	Post	No. of posts.	Pay Scale	Qualification	Age
1	Clerk (on adhoc basis)	General : 5 SC : 2 SC(ESM) : 1 BC : 1 ESM : 1 Handicapped : 1 ----- <b>Total 11</b>	Rs.10300-34800+Rs.3200 Grade Pay. Pay will be granted as per Punjab Govt. Letter No.7/204/2012-4FPI/66 dated 15.01.2015 and 7/204/2012-4FPI/1049 dated 21.12.2015 or as per instructions of Hon'ble High Court/Punjab Govt. admissible from time to time.	Degree of BA/B.Sc or equivalent from recognized University with Punjabi as subject in Matric & having proficiency in computer application(Word Processing and Spread Sheet).	18 to 37 years for General category on 01.01.2016. Age relaxation to reserved categories, as per Hon'ble High Court and Punjab Govt. Instructions.
2	Process Server	General : 6 SC : 2 SC(ESM) : 1 BC : 2 ESM : 1 Sportsman : 1 ----- <b>Total 13</b>	Rs.4900-10680+Rs.1650 Grade Pay. Pay will be granted as per Punjab Govt. Letter No.7/204/2012-4FPI/66 dated 15.01.2015 and 7/204/2012-4FPI/1049 dated 21.12.2015 or as per instructions of Hon'ble High Court/Punjab Govt. admissible from time to time.	Should be matriculate with knowledge of Punjabi language.	18 to 37 years for General category on 01.01.2016. Age relaxation to reserved categories, as per Hon'ble High Court and Punjab Govt. Instructions.
3	Peon/ Class IV Employee	General : 11 SC : 5 SC(ESM) : 1 BC : 2 Handicapped: 1 Sportsman : 1 ----- <b>Total 21</b>	Rs.4900-10680+Rs.1300 Grade Pay. Pay will be granted as per Punjab Govt. Letter No.7/204/2012-4FPI/66 dated 15.01.2015 and 7/204/2012-4FPI/1049 dated 21.12.2015 or as per instructions of Hon'ble High Court/Punjab Govt. admissible from time to time.	Should have knowledge of Punjabi language upto Middle standard.	18 to 37 years for General category on 01.01.2016. Age relaxation to reserved categories, as per Hon'ble High Court and Punjab Govt. Instructions.

**PROFORMA**

**APPLICATION FOR THE POST OF CLERK, PEON OR PROCESS SERVER**

1. NAME : \_\_\_\_\_
2. FATHER'S/HUSBAND NAME : \_\_\_\_\_
3. DATE OF BIRTH : \_\_\_\_\_
4. QUALIFICATION : \_\_\_\_\_
5. CATEGORY : \_\_\_\_\_
6. PERMANENT ADDRESS : \_\_\_\_\_
7. CORRESPONDENCE ADDRESS : \_\_\_\_\_
8. NATIONALITY : \_\_\_\_\_
9. CONTACT NUMBER : \_\_\_\_\_

**Note:-**

1. Application form of ineligible candidates would be rejected without giving any prior notice.
2. The incomplete applications and those received after due date shall not be entertained.
3. The schedule of test/interview for the post of Clerk (Adhoc), Process Server and Peon will be displayed on the notice board of the office of undersigned, as well as on the website [www.ecourts.gov.in/Bathinda](http://www.ecourts.gov.in/Bathinda)(see: District & Sessions Judge in home page) and also in the newspapers i.e. The Tribune and Daily Chardikala, Patiala.
4. In case of any administrative reasons arising later on, interview can be cancelled/postponed without prior notice.
5. Reservation in the aforesaid vacancies will be given as per Hon'ble High Court as well as Punjab Government instructions.
6. If no suitable candidate from reserve category is found suitable then the candidate amongst general category will be selected.
7. The post of Peon includes Waterman, Orderly, Library Peon, Mali-cum-Driver, Orderly, Additional Peon, Record Peon, Malkhana Peon, Malkhana Chowkidar, Mali, Chowkidar, & Sweeper having same pay scale as specified in Appendix 'B' of the Punjab Subordinate Courts Establishment(Recruitment and General Conditions of Service) Group 'D' Service Rules, 2012.
8. The candidate should fulfill the condition of qualification on the last date of the receipt of applications.
9. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
10. No TADA will be given to the candidates.
11. No separate letter for written test/interview shall be issued to any candidate.
12. Preference will be given to the retrenched employees of Sessions Division of State of Punjab. The condition of qualification and age is relaxable in case of retrenched Govt. Employees.
13. Candidates willing to apply for both posts i.e. Peon and Process Server will have to submit separate application for each post.
14. Candidates belong to reserve category will have to attach a copy of certificate of reserve category alongwith the application otherwise he will be considered in General Category.
15. Number of abovesaid posts may increase or decrease.

  
(PARAMJEET SINGH)  
DISTRICT & SESSIONS JUDGE,  
BATHINDA.

Endst. No. 3728 /

Dated: 30-11-16

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab with the request to obtain and send applications alongwith service record and ACR files of retrenched/surplus employees, if any, to this office on or before 21.12.2016.
2. All the Judicial Officers in this Sessions Division for getting the same displayed on the notice board of their respective courts.
3. The Employment Generation & Training Officer, Employment Exchange, Bathinda, for sending the lists of eligible candidates for the above said posts on or before 21.12.2016.
4. The Advertising Manager, The Tribune (English Edition), Chandigarh and Daily Chardikala, Patiala, with the request to publish the above mentioned Public Appointment Notice in the newspaper and send the copy of Newspaper alongwith bill, to this office, at the earliest.
5. Daftri of this Office with the direction to affix the Public Notice on the Notice Board of this office.

  
(PARAMJEET SINGH)  
DISTRICT & SESSIONS JUDGE,  
BATHINDA.