

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA

PUBLIC NOTICE

Applications, on the prescribed proforma, given below, with complete Bio-data alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belongs to and two passport size photographs out of which one should be pasted on the right upper side of the application, are invited for **23 (Twenty Three) posts of Clerks on adhoc basis**, initially for a period of six months or till regular appointments are made by the Hon'ble High Court against the said posts, whichever is earlier, upto 5.00 pm on 20.08.2022, as per detail given below:-

Post	Number of posts	Pay scale	Qualification	Age
Clerks (Adhoc Basis)	Total = 23 General =12 SC (Majbi Sikh / Balmiki) =03 Other SC =02 Physical handicapped (Locomotor) =01 ESM General =03 ESM SC =01 ESM BC/OBC =01	Consolidated salary as per Punjab Government letters bearing No.7/204/2012-4FPI/66 dated 15.01.2015 and 7/204/2012-4FPI/1049 dated 21.12.2015, subject to increase or decrease on account of revision of DC rates and as per instructions, received from Hon'ble High Court of Punjab and Haryana, Chandigarh, initially for a period of six months or till regular appointments are made by the Hon'ble High Court against the said posts, whichever is earlier.	A degree of Bachelor of Arts (B.A.) or Bachelor of Science (B.Sc) or its equivalent thereto from a recognized University and he/she should have passed Matriculation with Punjabi as one of the subject. The candidate should have proficiency in operation of computers. Recruitment criteria would be merit in the qualifying examination and weightage shall be given to the candidate having degree or diploma in computer. The candidate screen on the basis of their qualifications shall have to undergo computer proficiency test and the personality test and interview.	18 to 37 years as on 01.01.2022 for General categories and relaxation in age to the reserved categories will be given as per Punjab Government rules.

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PROFORMA

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA

APPLICATION FOR THE POST OF _____

1. Name (in Block Letters) : _____
2. Father's/Husband's Name : _____
3. Permanent Address : _____
4. Correspondence Address : _____
5. Date of Birth : _____
6. Qualification : _____
(Marks with percentage)
7. Details of Degree or Diploma in computer : _____
8. Nationality : _____
9. Experience, if any : _____
10. Category : _____
11. List of documents attached : _____
12. Special Aptitude, if any : _____
13. Telephone/Mobile No. : _____
14. E-mail ID : _____

Declaration by candidate

I hereby declare that the information given above has been filed by me and is correct to the best of my knowledge.

Dated:


(Signature of Candidate)

Notes:- Last date for submission of application : 20.08.2022 upto 5.00pm

1. The dates for written test (English Composition and General Knowledge) / Typing Test / Interview will be uploaded on the official website in due course.
2. Prescribed proforma of application form is also available on the official website of this office i.e. <https://districts.ecourts.gov.in/patiala>. The candidates are advised to regularly monitor the official website of this Sessions Division to confirm the dates of written test (English Composition and General Knowledge) / Typing Test / Interview. No separate information in this regard will be sent to the candidates.
3. The incomplete applications and those received after 05.00 PM of due date i.e. 20.08.2022 shall be rejected, without assigning any reason. The office will not be responsible for any postal delay or wrong delivery whatsoever.



4. Before applying to the above said post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
5. The list of candidates selected on screening of the applications on the basis of criteria mentioned above, will be uploaded on the official website of this office regarding date, time and venue of the computer proficiency test and the personality test / interview .
6. All the candidates must bring their original testimonials with them at the time of test / interview. No TA/DA will be paid to the candidates appearing for the test / interview and no separate information regarding interview or test will be given.
7. Number of above said posts may be increased or decreased due to administrative exigency. In case of CANCELLATION/POSTPONEMENT of test due to administrative reasons, this office shall not be responsible. Any consequences in this regard, shall be uploaded on the official website of this office i.e. <https://districts.ecourts.gov.in/patiala>.
8. The posts of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserve category is found eligible as per law where ever permissible.
9. All candidates must mention their **contact numbers and e-mail Ids** in the applications.


(Tarsem Mangla)
District & Sessions Judge,
Patiala.

Endst. No. 6219

Dated 09/08 2022

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab, for information with request to get the notice displayed on the 'Notice Board' of their respective Sessions Divisions.
2. The District Employment Generation and Training Officer, Patiala, for sending the list of eligible candidates to this office on or before 20.08.2022.
3. All the Judicial Officers posted in Patiala Sessions Division for getting the notice displayed on the notice board of their respective Courts for information of General Public.
4. System Officer / System Assistant of this office to upload the same on the official website of this office.
5. Daftri of this office with the directions to display this notice on the notice board of this Court / Office.


(Tarsem Mangla)
District & Sessions Judge,
Patiala.