

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MOGA.

Public Notice

Applications on attached proforma, giving complete bio-data and accompanied by attested copies of testimonials i.e. proof of qualification, date of birth, category belongs to, contact no., two passport size photographs out of which one should be pasted on the right upper side of the application, are invited up to 24.09.2021 at 5:00 pm. As per details given below:-

Sr. No	Post	No. of Posts	Scale	Qualification	Age as on 01.01.2021
1.	Peons (Class-IV) (including Chowkdar, Mali and Waterman etc.)	Total-10 7- General 2-BC 1-SC	Fixed monthly emoluments in the pay scale of Rs. 4900-10,680/-+1650/- as per Punjab Government instructions issued vide letter No. 7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No. 7/204/2012-4FPI/1049 dated 21.12.2015 (as admissible from time to time.	Should have knowledge of Punjabi language upto middle standard.	18 to 35 years as on 01.01.2021 with the relaxation in age to the reserved categories as per rules/instructions issued by Punjab Government
2.	Process Servers (Class-IV)	Total:8 6- General 2- SC	Fixed emoluments in the pay scale of Rs. 4900-10,680/-+1800/- as per Punjab Government instructions issued vide letter No. 7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No. 7/204/2012-4FPI/1049 dated 21.12.2015 (as admissible from time to time.	Should be Matriculate with knowledge of Punjabi language.	18 to 35 years as on 01.01.2021 with the relaxation in age to the reserved categories as per rules/instructions issued by Punjab Government

Note:-


1. The reservation policy will be adopted as per the norms fixed by the Punjab Government.
2. The post of reserve category will be offered to the candidates of General Category if no suitable candidate from reserve category is found available.
3. The incomplete applications and received after last date shall not be entertained.
4. The candidates are advised to attach only relevant documents with their applications at the time of submitting application. However, they can mention other educational qualifications in their applications and bring the original testimonials at the time of interview.
5. The number of posts mentioned above can be increased or decreased without any notice.
6. All the candidates must bring the original testimonials with them at the time of interview. No. TA/DA will be paid to the candidates appearing for interview.
7. In case any administrative reasons arises later on, interview can be cancelled/postponed without any prior notice.

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8. The post of Peons includes Waterman, Orderly, Library Peon, Additional Peon, Record Peon, Malkhana Peon, Malkhana Chowkidar, Mali-cum-Chowkidar etc. 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.
9. The candidate should fulfil the condition of qualification on the last date of the receipt of application.
10. Candidates have to apply separately for each post, if he/she wants to apply for more than one post.
11. Candidates belonging to reserve category will have to attach a copy of certificate issued by the authorities concerned along-with the application otherwise their applications shall be treated in General category.
12. The interview for the above said posts will be conducted in this office at 09:00 A.M onwards. The details of the first name of the candidates having Alphabets and the date of interview for the posts are as under:-

Interview for the post of	Name of candidates having fist name bearing alphabets	Date of interview
Peon	A to I	04.10.2021
Peon	J to Q	05.10.2021
Peon	R to Z and Candidates from employment exchange	06.10.2021
Process Server	A to M	07.10.2021
Process Server	N to Z and Candidates from employment exchange	08.10.2021


13. All the candidates are required to wear face masks covering their nose, mouth as well as chin. The candidates must also observe norms of social distancing and hand hygiene as well.


District & Sessions Judge,
Moga.

Endst. No. 2023 /EB
Copy forwarded to:-

Dated 07/9/2021.

1. All the District and Sessions Judges in the State of Punjab with request to obtain and send the applications along-with Service Record of retrenched/surplus Peons and Process Serves if any, who are willing to opt the appointment under the aforesaid conditions, to this office on or before the date fixed.
2. The District Employment Generation and Training Officer, Moga for sending the list of eligible candidates to this office on or before 24.09.2021.
3. System officer of this Sessions Division to upload the Public Notice on the official website.
4. Be pasted on the Notice board of this court.


District & Sessions Judge,
Moga.

To

The Ld. District & Sessions Judge,
Moga.

Photograph

Subject: Application for the post of Process Server.

Respected Sir,

I have the honour to refer to the subject cited above and to submit herewith my application for the post of Process Server and my bio-data is as under:-

1	Name	
2	Father Name	
3	Date of Birth	
4	Category	
5	Educational Qualifications	
6	Address for Correspondence	
7	Experience, if any	
8	Mobile No.	

Thanking you,

I shall appear for the interview at my own responsibility.

Yours faithfully,

Dated:- _____

(Signatures)
(Full Name of the candidate)

To

The Ld. District & Sessions Judge,
Moga.

Photograph

Subject: Application for the post of Peon.

Respected Sir,

I have the honour to refer to the subject cited above and to submit herewith my application for the post of Peon and my bio-data is as under:-

1	Name	
2	Father Name	
3	Date of Birth	
4	Category	
5	Educational Qualifications	
6	Address for Correspondence	
7	Experience, if any	
8	Mobile No.	

Thanking you,

I shall appear for the interview at my own responsibility.

Yours faithfully,

Dated :- _____

(Signatures)
(Full Name of the candidate)