

: OFFICE OF THE DISTRICT & SESSIONS JUDGE, MANSA:

PUBLIC NOTICE

Applications on prescribed format alongwith one recent coloured passport size photograph with complete bio-data and self attested copies of testimonials are invited to fill up 07 (seven) temporary but regular posts of Peons & 02 (two) temporary but regular post of Process Server till 08.02.2021 upto 5:00 P.M. The qualification, pay and other criteria to fill up these posts is as under:-

Sr. No	Name of the post	Number of posts	Pay Scale	Minimum qualification	Age as on 01.01.2021
1.	Peon	07 (Seven) 02-General, 01-PHC 02-SC 02-BC	Fixed monthly emoluments of Rs. 4900/- per month in the pay scale of Rs. 4900-10680 +1650 Grade pay as per letter No. 7/204/2012-4FP1/66 dated 15.1.2015 of the Government of Punjab and further revised vide Punjab Govt. letter No.7/204/2012-4FP1/1049 dated 21.12.2015 or as admissible from time to time.	Candidate should have knowledge of Punjabi language upto middle standard.	The candidates should be between 18 to 35 years of age as on 01.01.2021. The relaxation of age will be given to reserved category as per instructions of the Hon'ble High Court as well as Punjab Government.
2.	Process Server	02 (Two) 01-General 01-BC(ESM)	Fixed monthly emoluments of Rs. 4900/- per month in the pay scale of Rs. 4900-10680+1800 Grade pay as per letter No. 7/204/2012-4FP1/66 dated 15.1.2015 of the Government of Punjab and further revised vide Punjab Govt. letter No.7/204/2012-4FP1/1049 dated 21.12.2015 and Pb. Govt. letter No.4/31/2019-2 Judl.(1)/366	Candidate should be matriculate with knowledge of Punjabi language.	

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			dated 04.03.2020 or as admissible from time to time.		
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Interview for the post of Peons:

The candidates applying for the posts of **Peon** shall appear for interview in ADR Centre (Court Complex), Mansa as per below mentioned schedule:

Alphabet	Date
A to D	18.02.2021
E to J	19.02.2021
K to N	20.02.2021
O to R	22.02.2021
S to Z	23.02.2021

Interview for the post of Process Server:

The candidates applying for the posts of **Process Server** shall appear for interview in ADR Centre (Court Complex), Mansa as per below mentioned schedule:

Alphabet	Date
A to H	24.02.2021
I to P	25.02.2021
Q to Z	26.02.2021

Note:-

1. Self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. must be attached with the applications and should reach in this office by **5.00 P.M.** on **08.02.2021**. No application received thereafter will be entertained.
2. Incomplete applications will be rejected summarily without any notice.
3. All 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 and no separate information regarding interview will be given.
4. Applications must be on prescribed proforma which can be taken from the Website i.e. <http://districts.ecourts.gov.in/mansa>
5. The number of posts mentioned above may increase or decrease depending on the circumstances. Due to any administrative reason arising later on, the interview for the aforementioned posts can be rescheduled/ cancelled/ postponed, this office will not be responsible for the same.

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6. At the first instance efforts will be made to fill up maximum number of posts by absorbing the eligible retrenched/Surplus employee of Judicial Department as per instructions of the Hon'ble High Court.
7. 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 term and conditions including selection criteria etc. spelt out in the advertisement.
8. Candidate having experience, have to attach copy of experience certificate from the concerned department.
9. It is clarified that if no candidate of Reserved Category is available then appointment will be made from General Category.
10. The envelope containing application should be **super scribed** in capital letters as "**APPLICATION FOR THE POST OF PEON/APPLICATION FOR THE POST OF PROCESS SERVER**".

Jan
District and Sessions Judge
Mansa

Endst. No. 539 /Dated 23/01/2021

Copy forwarded to:-

1. The Register General, Punjab & Haryana High Court, Chandigarh for information.
2. All the District & Sessions Judges in the State of Punjab with a request to obtain and send the applications alongwith service record of retrenched/surplus Peons, if any to this office on or before **08.02.2021** and to display this notice on the notice board.
3. All the Judicial Officers, Sessions Division, Mansa with a direction to display this public notice on the notice board of their respective courts.
4. The Manager, Daily Newspaper '**Chardikala**', Patiala with a request to publish the above said notice in the newspaper edition **dated 25.01.2021** and send a copy of the newspaper alongwith bill to this office at the earliest.
5. The District Employment Generation and Training Officer, Mansa for sending the list of eligible candidates for the above mentioned posts on or before last date fixed for receipt of applications.
6. The System Assistant of this office to upload the same on the website of this Sessions Division.
7. Daftri of this office with a direction to display this notice on the notice board of this office.

Jan
District & Sessions Judge,
Mansa

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MANSA
APPLICATION FOR THE POST OF _____

Affix
Passport
Size
photograph

- 1. Name : _____
- 2. Father's Name : _____
- 3. Date of Birth : ___ / ___ / _____
- 4. Age as on 01.01.2021 : ___ Years ___ Months ___ Days
- 5. Educational Qualification : _____
- 6. Other Qualification : _____
- 7. Experience, if any : _____
- 8. Category Gen./PHC/SC : _____
BC/BC(ESM)
- 9. Permanent Address : _____

- 10. Postal Address : _____

- 11. Contact No. : _____
- 12. Email ID, if any : _____

Enclosures:

Date:- _____

Place:- _____

(Signature of the Candidate)