

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, MEWAT.**

**EMPLOYMENT NOTICE**

Applications are invited for filling up 04 (Four) temporary posts of Process Server (Gen.- 4) and 09 (Nine) temporary posts of Peon (Gen.-5, SC-1, BC-A-1, Gen. Ex-servicemen-1, BC-B-1) on the establishment of the office of District and Sessions Judge, Mewat. The minimum qualification for the above mentioned posts shall be as under:

Process Servers – Matriculate with knowledge of Hindi or Punjabi.

Peon – Middle passed with knowledge of Hindi/Punjabi.

Minimum/maximum age limit for the candidates who are willing to apply for aforesaid posts, is 18 to 42 years as on 01.01.2019. Relaxation in age for reserved/entitled categories shall be as per Haryana Government instructions.

The benefits of reservation shall be extended as per instructions and policy of the State Government in this regard.

The application(s) be submitted on plain paper giving complete particulars in the format i.e. Name of the post applied for; Full name of the candidate; Father's name; Date of birth; Educational qualifications; Present postal address with contact number; Permanent address; Category to which candidate belongs; Whether applying against reserved category; Experience, if any, and other particulars duly supported by attested copies of testimonials. One duly attested passport size photograph be pasted on the application form(s). The application form(s) complete in all respect should reach this office on or before **25.02.2019 by 5 P.M.**

The candidates serving in Government/Semi-Government Departments, Corporations and Boards are required to route their applications 'Through Proper Channel'.

Applications filled in incompletely, without photograph and without attested copies of relevant certificates, shall be rejected straightaway without

any information to the candidates. No correspondence, whatsoever, will be entertained in respect of incomplete applications or the applications received after the last date. This office shall not be responsible for late receipt/non-receipt of application form due to the lapse of Postal Department. If at a later stage, any information furnished by the applicant is found false, his/her candidature/selection shall be liable to be cancelled.

The applicants are advised to appear for interview(s) as per the following schedule and no separate intimation shall be given in this regard :

Schedule of interview for the posts of Process Servers:

|                                      |   |            |
|--------------------------------------|---|------------|
| Applicants named with letters A to G | - | 01.03.2019 |
| Applicants named with letters H to M | - | 02.03.2019 |
| Applicants named with letters N to R | - | 05.03.2019 |
| Applicants named with letters S to Z | - | 06.03.2019 |

Schedule of interview for the posts of Peon:

|                                      |   |            |
|--------------------------------------|---|------------|
| Applicants named with letters A to G | - | 07.03.2019 |
| Applicants named with letters H to M | - | 08.03.2019 |
| Applicants named with letters N to R | - | 11.03.2019 |
| Applicants named with letters S to Z | - | 12.03.2019 |

The schedule above is subject to change depending upon the number of applicants with their names beginning with a particular letter. No separate intimation shall be given in this regard.

The interviews shall be started from 2.30 P.M. onwards. No separate intimation shall be given in this regard. No T.A./D.A. shall be paid to the candidates for attending the interview. The posts are subject to increase/decrease.