

EMPLOYMENT NOTICE NO.2 OF 2020

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA

PUBLIC NOTICE

Applications are invited for filling up 6 posts of Process-Server (Group-D employees) from the eligible candidates on the prescribed proforma (given below) alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category alongwith two passport size photographs (one to be pasted on the right upper side of the prescribed proforma), up till the **5:00 PM of 6.3.2020:-**

Sr. No.	Pay Scale	Minimum qualification	Age limit	Category wise breakup
1	Fixed monthly emoluments of Rs.5300/- which is equal to the minimum of the pay band of the pay scale of Rs.4900-10680+ G.P. 1650 during probation period in accordance with the Punjab Government letter No.7/204/212-4FPI/66 dated 15.01.2015 or as per instructions issued by the Punjab Govt. and Hon'ble Punjab and Haryana High Court, Chandigarh from time to time.	The candidate should have passed matriculation examination with knowledge of Punjabi language.	The candidate should be between 18 to 35 years of age as on 1.1.2020. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.	1. General 5 2. SC(ESM) 1 ----- Total 6 -----

- a) The above-mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made from general category.
- b) Number of vacancies may be altered without any prior notice.

SELECTION CRITERIA

The selection of the candidates will be made purely on merit basis to be prepared on the basis of marks obtained by the candidates in the interview.

DATE OF INTERVIEW

The interview will be conducted as per the following schedule:-

Alphabets	Date of interview
A to F	18.3.2020
G to I	19.3.2020
J to L	20.3.2020
M to P	21.3.2020
Q & R	23.3.2020
S to Z	24.3.2020

The candidates shall report at 10:00 AM on the scheduled date of interview. The further details of interview e.g. list of candidates and roll numbers, will be displayed on the notice board of the Office of the undersigned as well as on the website <https://districts.ecourts.gov.in/ludhiana>. Candidates in their own interest are advised to check the website, frequently. The candidate will have the opportunity to bring the discrepancies/error, if any, into the notice of this office on or before 17.3.2020. After that, no objection shall be entertained.

VENUE OF INTERVIEW

"Office of the District & Sessions Judge, Ludhiana (New Judicial Courts Complex, Ludhiana, backside District Administrative Complex (DC Office), Ludhiana)"

(PROFORMA)

APPLICATION FOR THE POST OF **PROCESS-SERVER** IN SESSIONS DIVISION, LUDHIANA

1. Name	:	_____	Paste Photograph
2. Father's Name	:	_____	
3. Date of Birth	:	_____	
4. Age as on 1.1.2020	:	_____	
5. Qualification (attach Proof)	:	_____	
6. Category (attach Proof)	:	_____	
7. Whether Punjabi language passed upto matriculate level or not (attach proof)	:	_____	
8. Permanent Address	:	_____	
9. Correspondence Address	:	_____	
10. Nationality	:	_____	
11. Telephone No. /Mobile No.	:	_____	
12. List of documents	:	_____	

(Signature of applicant)

NOTES

1. Application on prescribed proforma should be legibly filled up in CAPITAL LETTERS with complete particulars. Candidate has to send the "signed application form" along with all required supporting documents. Application sent by post in an envelope must be super scribed "APPLICATION FOR THE POST OF PROCESS-SERVER." One envelope should contain only one application.
2. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.
3. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after due date shall not be entertained.
4. The candidates are required to bring at least one photo ID proof on the day of interview. Otherwise, the candidate will not be allowed to appear in the interview.
5. No separate TA/DA will be given to the candidates appearing for test/interview.
6. The scheduled interview can be postponed, without any prior notice. In that case, next date of interview shall be displayed on the notice board of this Office as well as on the website, stated above. No separate intimation will be sent to any candidate. Candidates in their own interest are advised to check the website, frequently.
7. Before applying to the abovesaid post, the candidates should ensure that he/she fulfils eligibility criteria. The recruitment committee shall reserve the right to reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidates shall be removed from the service besides further action as per law.
8. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office/recruitment Committee shall reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the public notice/employment notice.

Sd/-
District and Sessions Judge,
Ludhiana.