

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATHANKOT

PUBLIC NOTICE

Applications with complete bio-data (with recent passport size photograph) and attested copies of testimonials are invited uptill 4.00 p.m, till 08.09.2016 for the posts mentioned below.

Sr. No.	Post	No. of Posts	Scale/ Remuneration	Qualification	Age
1.	Process Server	SC = 01 General = 01 ----- Total = 02	Fixed monthly emoluments of Rs. 5300/- which is minimum of the pay band Rs.4900-10680 +1650 Grade Pay as per Punjab Govt. letter No. 7/204/2012-4FP1/66 dated 15.01.2015 or as per instructions of Hon'ble High Court/ Punjab Government admissible from time to time.	Should be a Matriculate with knowledge of Punjabi language.	18 to 37 years for General category and relaxation to reserved categories will be given as per Punjab Govt. rules/instructions.
2.	Peon	General = 03 Ex-Servicemen = 03 SC(Ex-Servicemen)= 01 Sportsman = 01 ----- Total = 08	Fixed monthly emoluments of Rs. 4900/- which is minimum of the pay band Rs.4900-10680 +1300 Grade Pay as per Punjab Govt. letter No.7/204/2012-4FP1/66 dated 15.01.2015 or as per instructions of Hon'ble High Court/ Punjab Government admissible from time to time.	Should have knowledge of Punjabi language upto middle standard.	18 to 37 years for General category and relaxation to reserved categories will be given as per Punjab Govt. rules/instructions.
3.	Stenographer Grade-III (On Adhoc Basis)	Total = 03 (Reservation will be followed as per rules)	Fixed monthly emoluments of Rs. 8370/- which is minimum of the pay band Rs.5910-20200 +2800 Grade Pay as per Punjab Govt. letter No.7/204/2012-4FP1/66 dated 15.01.2015 or as per instructions of Hon'ble High Court/ Punjab Government admissible from time to time.	Degree of BA/BSc or equivalent from recognized University with Punjabi as subject in Matric and to qualify the Shorthand test at the speed of 80 W.P.M. and its transcription in English typing proficiency in computer application (Word Processing and Spread Sheet)	18 to 37 years for General category and relaxation to reserved categories will be given as per Punjab Govt. rules/instructions.

PROFORMA

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III, PROCESS SERVER OR PEON

1. NAME _____
2. FATHER'S/HUSBAND NAME _____
3. DATE OF BIRTH _____
4. QUALIFICATION _____
5. CATEGORY _____
6. PERMANENT ADDRESS _____
7. CORRESPONDENCE ADDRESS _____
8. NATIONALITY _____
9. CONTACT NUMBER _____
10. MENTION THE POST FOR WHICH YOU ARE APPLYING : _____

Note:

1. Application form of ineligible candidates would be rejected without giving any prior notice.
2. The incomplete applications and those received after due date shall not be entertained.
3. The shorthand test of Stenographer and the interview for the posts of Process Servers and Peons shall be held as per following schedule in the premises of New Judicial Courts Complex, Pathankot from 10:00 a.m. Onwards:

Stenographer Grade-III

Shorthand and typing test of Stenographer Grade-III
Names starting from alphabet "A" to "Z" on 19.09.2016.

Peons

Interview for the post of Peon.
Names starting from alphabet "A" to "M" on 20.09.2016.
Names starting from alphabet "N" to "Z" on 21.09.2016.

Process-Servers

Interview for the post of Process-server.
Names starting from alphabet "A" to "Z" on 22.09.2016.

4. All the eligible candidates are required to report in the office of the undersigned, at 10:00 a.m. for getting their attendance marked. They should also bring their original testimonials.
5. In case of any administrative reasons arising later on, interview can be cancelled/ postponed without prior notice.
6. Reservation in the aforesaid vacancies will be given as per Hon'ble High Court as well as Punjab Government instructions.
7. If no suitable candidate from reserved category is found then the candidate amongst general category will be selected.
8. The post of Peon includes Waterman, Orderly, Library Peon, Orderly, Additional Peon, Record Peon, Malkhana Peon, Malkhana Chowkidar, Malf & Chowkidar 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 fulfill the condition of qualification on the last date of the receipt of applications.
10. No TA/DA will be given to the candidates. No separate letter for interview shall be issued to any candidate.
11. Candidates willing to apply for both posts i.e. Peon and Process-Servers will have to submit separate application for each post.
12. Candidates who belong to reserve category will have to attach a copy of certificate issued by the authority concerned alongwith the application otherwise he will be considered in General Category.

Sdf -
(Tejwinder Singh)
District & Sessions Judge,
Pathankot.

Encls. No. 2408 Dated 23.08.2016

Copy forwarded to :-

1. All the District & Sessions Judges in the State of Punjab, with the request to obtain and send applications alongwith service record and ACRs files of retrenched/surplus employees, if any, to this office on or before 08.09.2016. They may also be directed to attend the office of the undersigned, on the abovesaid interview date.
2. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Boards of their respective Courts.
3. The District Employment Generation and Training Officer, Employment Exchange, Pathankot for sending the lists of eligible candidates for the abovesaid posts on or before 08.09.2016.
4. To the Advertising Manager, Dally Charhdikala, Patiala, with the request to publish the above mentioned Public Appointment Notice in the newspaper and send the copy of the Newspaper alongwith bill, to this office, at the earliest.
5. Daftri of this office with the direction to display this notice on the notice board of this Court.

(Tejwinder Singh)
District & Sessions Judge,
Pathankot.