

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM.  
EMPLOYMENT ADVERTISEMENT**

Applications are invited for filling up 46 posts of Clerks for a period of six months or till regular appointments are made, whichever is earlier, on adhoc basis on 50 % of initial pay (Pay in Band + Grade Pay + DA) of Fresh Entrant Regular Employee after 01.01.2006 or on the wages fixed by the Deputy Commissioner whichever is higher. The number of vacancies may increase or decrease due to creation/ withdrawal of courts or otherwise.

2(a) No candidate shall be eligible to apply for the post of Clerk unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed matriculation examination with Hindi as one of the subjects.

(b) Candidates shall have to take a written examination in the following subject:

Sr.No.	Subject	Maximum Marks	Qualifying Marks
1.	English Composition	50	33%
2.	General Knowledge	50	33%

(c) No candidate shall be appointed unless he/she obtains 40 % marks in aggregate in written examination and has **proficiency in operation of computers (Word Processing and Spread Sheet)**".

The reservation for the post of Clerks as per Haryana Government policy, is as under:-

1. General	22
2. General (Ex-Serviceman)	02
3. General (PH)	01
4. Schedule Caste	09
5. Backward Class-A	05
6. Backward Class-A (ESM)	02
7. Backward Class-B	04
8. Backward Class-B (ESM)	01

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**Total** **46**

3. In case of non availability of reserve category candidates, the posts of Clerks may be filled up amongst the candidates of general category.
4. **AGE LIMIT:** No person shall be recruited to the service if he is less than 18 years or is more than 42 years of age as on 1st January, 2019. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by the Haryana Government from time to time.
5. **LAST DATE:** The last date for Receipt of the applications in the office of undersigned i.e. The District & Sessions Judge, near Rajeev Chowk, Gurugram shall be **18.02.2019** by 5.00 p.m. No application received thereafter shall be entertained in any case. Delay on the part of postal authorities shall not be a ground for entertaining the applications received after due date.
6. **DATE & PLACE OF TEST :** The tests would be conducted somewhere in the month of March, 2019. Date, time and venue about the same would be given through official website of this office i.e. **e courts Gurugram**. The same will

- send to chd HQ.


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also be displayed on the Notice Board of this office. No separate letter will be issued.

7. Candidates working in the Government Department, Semi Government, any Corporation or any Board are required to apply through proper channel.
8. The applications, on plain paper with recent photograph of candidate affixed thereon containing full particulars i.e name, father's/husbands name, date of birth, sex, educational qualification, category, permanent address, present postal address, experience, if any, alongwith attested copies of the relevant certificates besides one self addressed properly stamped envelope with contact number should reach this office either by registered post or by hand well before the closing date i.e 18.02.2019.
9. The incomplete applications and filed without photographs, envelopes and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate.
10. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after 18.02.2019.
11. The candidates qualifying the written test will be subjected to written/oral test for proving their proficiency in operation of computers (word processing and spread sheets).
12. No TA/DA is admissible to any candidate appearing in the written/oral test for the post mentioned above.


Date: 01.02.2019


  
District and Sessions Judge,  
Gurugram.

Endst.No. 1089

Dated 2/2/19

Display on the notice board as well as official site of this office and copy forwarded to the following:-

1.  The District Public Relation Officer, Mini Secretariat, Gurugram with the request to get published the aforesaid advertisement in daily newspaper i.e. Dainik Mewat, Gurugram and The Statesman, New Delhi at the earliest preferably on or before 06.02.2019.
2. The Employment Officer, Divisional Employment Exchange, Gurugram and The Secretary, Zila Sainik Board, Gurugram for information and necessary action. They are directed to sponsor the names of the eligible candidates by 18.02.2019 positively, the last date fixed for receipt of the applications. List of candidates received after the due date shall not be considered in any case. They shall communicate the candidates whose names are sponsored.

  
District and Sessions Judge,  
Gurugram.