

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR**

**PUBLIC NOTICE**

Applications, on the prescribed proforma given below, with complete Bio data alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belongs to and two passport size photographs out of which one should be pasted on the right upper side of the application, are invited for (Two) 02 vacant posts of Process Servers and (Five) 05 vacant posts of Peons and (One) 01 vacant post of Sweeper, upto 5:00 P.M. on **01.11.2021**, as per detail given below:-:-

<b>Sr. No.</b>	<b>Name of the Posts</b>	<b>No. of the Posts</b>	<b>Pay Scale</b>	<b>Minimum qualification</b>	<b>Age as on 01.01.2021.</b>
1.	Process-Server	<b><u>Total - 02</u></b> ESM(Gen) - 01 Phy.Hand. - 01	Fixed monthly emoluments in the pay scale of Rs. 4900-10680/- + 1800/- Grade Pay(Pay will be granted as per Punjab Government letter No. 7/204/ 2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Govt. Letter no. 7/204/2012-4FPI/ 1049 dated 21.12.2015 or as admissible from time to time.)	Matric pass and should have the knowledge of Punjabi.	18 to 35 years for General category and relaxation of age will be given to the candidates of reserved categories as per rules/instruction of the Hon'ble High Court as well as Punjab Government.
2.	Peon	<b><u>Total - 05</u></b> Genl. - 01 EWS(Gen) - 01 S.C. - 03	Fixed monthly emoluments in the pay scale of Rs. 4900-10680/- + 1650/- Grade Pay (Pay will be granted as per Punjab Government letter No.7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Govt. Letter No.7/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time.)	Should have knowledge of Punjabi upto middle standard.	18 to 35 years for General category and relaxation of age will be given to the candidates of reserved categories as per rules/instruction of the Hon'ble High Court as well as Punjab Government.
3.	Sweeper	<b><u>Total - 01</u></b> Genl. - 01	Fixed monthly emoluments in the pay scale of Rs. 4900-10680/- + 1650/- Grade Pay (Pay will be granted as per Punjab Government letter No.7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Govt. Letter No.7/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time.)	Should have knowledge of Punjabi upto middle standard.	18 to 35 years for General category and relaxation of age will be given to the candidates of reserved categories as per rules/instruction of the Hon'ble High Court as well as Punjab Government.

**PROFORMA**

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURDASPUR**

APPLICATION FOR THE POST OF : \_\_\_\_\_

1. Name (In Block letter) : \_\_\_\_\_

2. Father's/Husband's Name : \_\_\_\_\_

3. Permanent Address : \_\_\_\_\_

4. Address for Correspondence : \_\_\_\_\_

5. Date of Birth : \_\_\_\_\_

6. Qualification : \_\_\_\_\_

7. Nationality : \_\_\_\_\_

8. Experience, if any : \_\_\_\_\_

9. Category : \_\_\_\_\_

10. List of document attached : \_\_\_\_\_

11. Special aptitude, if any : \_\_\_\_\_

12. E-mail ID : \_\_\_\_\_

13. Telephone No. : \_\_\_\_\_

Dated:

(Signature of applicant)


**Note: Last date for submission of application : 01.11.2021 upto 5.00 P.M.**

1. The incomplete application and those received after 5:00 P.M. on due date i.e. 01.11.2021 shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
2. Before applying the post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
3. All the candidates will appear alongwith their original testimonials in the office of undersigned on the date fixed for interview. No TA/DA will be paid to the candidate for the said purpose.
4. Number of posts, may be increased or decreased due to administrative reasons. In case of cancellation/postponement of interview due to administrative reasons, this office shall not be responsible.
5. The posts of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserve category is found eligible as per law whatever permissible.

6. All candidates must mentioned their **contact number and e-mail Ids** in the applications.
7. The interview will be conducted in this office at 10:00 A.M. First Alphabet of the first name of the candidates and date of interview will be as under:-

<b>Process Servers</b>	
A to K	08.11.2021
L to Z	09.11.2021
<b>Peons</b>	
A to G	10.11.2021
H to N	11.11.2021
O to R	15.11.2021
S to Z	16.11.2021
<b>Sweeper</b>	
A to Z	17.11.2021


Proforma of application form is also available on the official website of this office i.e. <https://districts.ecourts.gov.in/gurdaspur>. The candidate will be solely responsible to appear in the interview. **No separate information in this regard will be sent to the candidates.**

  
(Ramesh Kumari)  
UID No.PB0039,  
District & Sessions Judge,  
Gurdaspur.

Endst. No. 6846-51/E9 Dated 12-10-2021 /.

**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 01.11.2021. They may also be directed to attend this office on the abovesaid dates for interview.
2. All the Judicial Officers of this Sessions Division for getting the same displayed on the notice board of their respective court, for information of the General Public.
3. The District Employment Generation and Training Officer, District Employment Exchange, Gurdaspur, Employment Officers of Employment Exchange at Batala, for sending the lists of eligible candidates for the abovesaid posts on or before 01.11.2021.
4. The Editor "The Nawan Zamana", Jalandhar, with the request to publish the above mentioned notice, immediately and send the copy of newspaper alongwith bill to this office at the earliest.
5. Daftri of this office with the directions to display this notice on the notice board of this Court/Office.
6. System Officer of this office to upload the same on the official website of this office.

  
(Ramesh Kumari)  
UID No.PB0039,  
District & Sessions Judge,  
Gurdaspur.