

## EMPLOYMENT NOTICE

Applications are invited for **Four (4) (General – 3, General (PH-Low Vision) - 1)** temporary post of Process Server in Sessions Division, Narnaul, in the pay matrix of ₹16,900/- - ₹53,500/- (DL), so as to reach in the office of undersigned on or before **24.06.2024 up to 5:00 PM**. The number of posts may increase or decrease on account of creation or withdrawal of Courts. Application forms can be downloaded from the website of District Courts, Narnaul i.e. <https://narnaul.dcourts.gov.in/recruit>.

### ESSENTIAL QUALIFICATION

No candidate shall be eligible for appointment unless he/she is a matriculate with knowledge of Hindi or Punjabi. The applicant should fulfil the condition of qualification on the last date of receipt of application.

### AGE LIMIT

The minimum age limit of a candidate for appointment to the aforesaid post shall be 18 years as on 01.01.2024 and the upper age limit shall be in accordance with the latest instruction of the Haryana Government in this regard.

### MODE OF SELECTION

The applicants who fulfill the above said qualification for the post of Process Server will appear for interview in the District Courts, Narnaul. Applicants shall bring their original testimonials and identity proof at the time of interview. No separate call letters for appearing in interview will be sent to the applicants.

### LAST DATE

The applications may be sent by mentioning on the top of the envelope **“APPLICATION FOR THE POST OF PROCESS SERVER”** at the below mentioned address:

The Superintendent,  
Office of District and Sessions Judge, Narnaul

The applications should reach **on or before 24.06.2024 upto 5:00 PM**. 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.

## **SCHEDULE OF INTERVIEW**

The interview for posts of Process Server shall be held as per alphabetical orders of the names of the Candidates as per schedule given below:

<b>Sr. No.</b>	<b>Alphabets</b>	<b>Date of Interview</b>
1	A, B, C	04.07.2024
2	D, E, F, G	05.07.2024
3	H, I, J, K, L	06.07.2024
4	M, N, O, P, Q	08.07.2024
5	R	09.07.2024
6	S	10.07.2024
7	T, U, V, W, X, Y, Z & the candidates sponsored by the Employment Exchange	11.07.2024

The candidates will report in the Judicial Court Complex, Narnaul at 10:00 AM Sharp and interview shall commence from 12:00 Noon onwards on aforesaid dates.

### **INSTRUCTIONS**

- 1 Applicant should attach self attested copies of their testimonials with the application along with their latest passport size photograph duly self attested, affixed on the application form and one self addressed envelope affixing thereon a stamp of ₹5/-
- 2 The incomplete applications and submitted without signature, photographs, envelopes and attested copies of the relevant certificates shall be straight way rejected without any information to the candidates. If on verification at any time before or after the said interview, it is found that an applicant does not fulfill any of the eligibility condition, his / her candidature shall stand cancelled.
- 3 No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after closing date.
- 4 No advance copy of application shall be entertained.
- 5 No TA/DA will be paid to any applicant for appearing in the interview.
- 6 This office shall not be responsible for any kind of postal delay and shall not be a ground for entertaining the applications received after due date.

- 7 The reservation of post shall be as per policy of Haryana Government.
- 8 Candidates working in Government/Semi Government/ Corporations or Boards are required to submit their applications through proper channel.
- 9 All the guidelines and precautions issued by the Competent Authorities from time to time must be adhered to by all the candidates during the interview process and only candidate shall be permitted to enter the Court Complex during the process.

(Chairman)  
Recruitment Committee,  
Narnaul.

Endst: No. 5236-38 /

Dated 08.06.2024 /

Display on the notice board as well as official website of this Sessions Division.

Copy forwarded to the following:-

1 The Employment Officer, District Employment Exchange, Narnaul for information and necessary action. He is directed to sponsor the names of the eligible candidates by **24.06.2024 by 05:00 PM** positively the last date fixed for receipt of the applications. List of the candidates received after due date shall not be considered in any way. He will communicate the candidates whose names are sponsored.

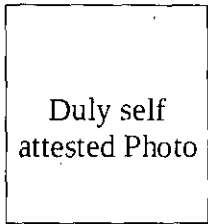
2 The Advertisement Manager, The Statesman, New Delhi and the Advertisement Manager, Dainik Chetna (Hindi Newspaper), Bhiwani with the request to publish the above said advertisement in the daily Newspapers at the earliest, preferably on or before **10.06.2024**.

(Chairman)  
Recruitment Committee,  
Narnaul.

Annexure - "A"

To

Learned District & Sessions Judge,  
Narnaul



**Subject: Application form for the post of Process Server**

Respected Sir,

I have the honour to submit that I am applying for the above said post and it is therefore, requested that my application may kindly be considered and I may be given a chance to serve in your Sessions Division. My Bio-data is as under :

Name (in Capital Letters) : \_\_\_\_\_

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

Category\* : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Permanent Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

Correspondence Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

Contact Number : \_\_\_\_\_

Nationality : \_\_\_\_\_

Educational Qualification : \_\_\_\_\_

Experience, if any : \_\_\_\_\_

Date :

(Signature of applicant)

This is to certified that the above information are true to the best of my knowledge and nothing has been conceal herein.

(Signature of applicant)