

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, HOSHIARPUR

PUBLIC NOTICE

Applications for filling up following posts of Clerk on adhoc basis, initially for a period of six months or till regular appointments are made, whichever earlier. The qualification, pay and other criteria to fill up these posts are as under.

Sr. No.	Nature of Post	No. of Posts	Pay	Qualifications
1	Clerk on adhoc basis	30 General=09, Scheduled Caste (Majbi)=05, Schedule Caste (others)=04, Backward Class/ Other Backward Class of Punjab=05, Reservation for disabilities (locomotor disability)=01, Ex-Serviceman (General)=03, Ex-Serviceman (SC Majbi)=1, Ex-Serviceman (SC others)=01 and Ex-Serviceman (BC/OBC)=01}	Fixed monthly emoluments of Rs. 12,900/- (at present DC Rate) or as revised from time to time or any increase in salary in view of 6 th Punjab Pay Commission and 7 th Central Pay Commission	(a) The candidates who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Punjabi as one of the subject. (b) Candidates should have Proficiency in Operation of Computers

Post will be filled up on the basis of following qualifying criteria:

Sr. No	Subject	Max. Marks	Qualifying Marks	Remarks
1.	English Composition	50	33%	No candidate shall be considered for appointment unless he/she obtains 40% marks in the aggregate in the written examination and having proficiency in operation of computers.
	General Knowledge	50	33%	

Out of the candidates who qualify the written examination will be called for Computer Proficiency Test.


SCHEDULE OF TEST/INTERVIEW:-

Venue and schedule of Written Test and Computer Proficiency Test will be notified later on at the official website of this office i.e. "<https://hoshiarpur.dcourts.gov.in>". No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

Note:

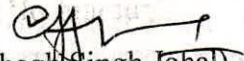
1. Applications are invited for the above said posts on the proforma attached, alongwith attested testimonials and two latest passport size photographs and the same should reach in this office by **30. 10. 2024** at 05:00 PM. No application will be entertained thereafter.
2. Application on prescribed proforma should be legibly filled up in CAPITAL LETTERS with complete particulars.
3. The candidates should be between the age of 18 to 37 years as on 01.01.2024. Relaxation will be given as per instructions of Punjab Government/ Hon'ble High Court of Punjab and Haryana, Chandigarh.
4. Reservation of the vacancies as per the policy of Punjab Government/ Hon'ble High Court of Punjab and Haryana, Chandigarh.
5. Candidates are required to bring at least one Photo ID proof on the day of written test and Computer Proficiency Test.
6. The post of reserved category will be offered to the candidates of General Category, if no suitable candidate from the reserved category is found available.
7. Number of vacancies may increase or decrease. In case of administrative reasons arising later on, the test for the abovesaid posts can be cancelled/ postponed, this office will not be responsible.

8. Preference will be given to the candidates having experience of Judicial Department.
9. Candidates are advised to visit the official website of this Court for any further instructions/ guidelines/ notification in this regard.
10. The original documents shall be produced by the candidates as and when demanded.
11. Before applying to the above said post, the candidate should ensure that he/she fulfills eligibility criteria.
12. The admission of applicants at all stage of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof.
13. No. T.A./D.A. for this purpose will be paid.


(Dilbagh Singh Johal)
District and Sessions Judge,
Hoshiarpur

Endst. No. 21185-90 Dated 04/10/24
Copy forwarded to:-

1. All the District and Sessions Judges in State of Punjab with the request to display the notice on the Notice Board of their respective Sessions Divisions.
2. All the Judicial officers working in this Sessions Division for affixing the copy of public notice on the notice board of their respective courts.
3. The Manager, The Tribune for publication in the newspaper and to send a copy of newspaper alongwith bill under DAVP rate (Govt. approved rates) to this office by an early date.
4. The District Employment Generation and Training Officer, District Employment Exchange, Hoshiarpur, for sending the list of eligible candidates for the above said posts well before the date fixed.
5. System officer of this office with the direction to upload the public notice on the official website of this Sessions Division.
6. Daftri, of this office, with the directions to display this notice on the notice board.


(Dilbagh Singh Johal)
District and Sessions Judge,
Hoshiarpur

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, HOSHIARPUR

Proforma for the post of Clerk on Adhoc basis
(Should be filled in capital letters)

1. Name of the Candidate _____
2. Father/ Husband Name _____
3. Date of Birth _____
4. Age (as on 01.01.2024) _____
5. Punjabi passed at
Matriculation (Yes/No) _____
6. Category _____
7. Nationality _____
8. Permanent Address

9. Correspondence Address

10. Contact No. _____
11. Email ID _____
12. Educational Qualification _____

Paste a recent
colored passport
size photograph

Qualification	Board/ University	Year of Passing	Marks	
10 th				
12 th				
Graduation				
Post Graduation				
Other				

13. Detail of Work experience _____
(if any)

Signature of candidate