

OFFICE OF THE DISTRICT & SESSIONS JUDGE , FAZILKA.

PUBLIC NOTICE

Applications, on prescribed proforma, given below, with complete Bio-data along-with self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belongs to and contact number, two attested passport size photographs out of which one should be pasted on the right upper side of the prescribed proforma, are invited for 16 (Sixteen) posts of Process Servers and 25 (Twenty Five) posts of Peon upto 5.00 P.M. on 05.08.2021 as per detail given below:-

Sr. No	Post	No. of Posts	Scale	Minimum Qualification	Age as on 1.1.2021
1	Process Servers (Class-IV)	Total 16 (Sixteen) General - 7 SC - 4 BC - 2 ESM - 2 HANDICAPPED - 1	Fixed monthly emoluments in the pay scale of Rs.4900-10680+1800 GP as per Punjab Government Instructions issued vide letter No.7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No.7/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time)	Matriculate with knowledge of Punjabi language	18 to 35 years as on 1.1.2021 with the relaxation in age to the reserved categories as per rules/instructions of Hon'ble High Court as well as Punjab Government
2	Peons (Class-IV)	Total: 25 (Twenty Five) General - 7 SC - 5 BC - 3 ESM - 5 SC(ESM) - 2 SC(SPORTSMAN) - 1 HANDICAPPED - 1 SPORTSMAN - 1	Fixed monthly emoluments in the pay scale of Rs.4900-10680+1650 GP as per Punjab Government Instructions issued vide letter No.7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No.7/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time)	Middle passed and should have knowledge of Punjabi language upto middle standard.	18 to 35 years as on 1.1.2021 with the relaxation in age to the reserved categories as per rules/instructions of Hon'ble High Court as well as Punjab Government

(PROFORMA)

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FAZILKA

APPLICATION FOR THE POST OF _____

CATEGORY: _____

1. Name (In Block Letters) : _____
2. Father /Husband Name : _____
3. Permanent Address : _____

4. Correspondence Address : _____

5. Date of Birth : _____
6. Qualification /s : _____
7. Nationality : _____
8. Experience, if any : _____

9. Special aptitude, if any : _____
10. List of documents attached: _____

11. Telephone/Mobile No. : _____
12. E-mail ID : _____

UNDERTAKING

I have read all the terms and conditions published on the Website. I further undertake to visit the website to seek latest information regarding process of recruitment of my own.

Dated:-

Signature of the applicant

Note:-Last date of submission of Applications:- 05.08.2021 upto 5.00 P.M.

1. The incomplete applications and the applications received after 5.00 P.M. on due date i.e. 05.08.2021 shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
2. Candidates dispatching their applications by post/courier must ensure that complete applications must reach in this office within due date as any application received thereafter would not be entertained.
3. Before applying for the post, the candidate must ensure that he/she fulfills eligibility criteria. This office reserves its right to reject all those applications which would not be fulfilling the requisite criteria, at any stage of recruitment and if erroneously any such candidate gains appointment, he/she shall be removed from the service, without enquiry.
4. No original documents are required to be enclosed with the application. Only self attested photocopies of basic educational qualification/category certificate are to be enclosed.
5. If any candidate is more qualified than required, then in Column No.6 of application form which pertains to qualification, he/she may mention all the educational qualification but without attaching testimonials. However at the time of interview, the candidates must bring all such documents in original, mentioned in the column of qualification.
6. All the candidates will appear along-with 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.
7. Number of posts may increase or decrease due to administrative exigencies.
8. In case of cancellation/postponement of the interview due to administrative reasons, the intimation shall be published only on the website.
9. 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 wherever permissible.
10. The post of Peon includes Waterman, Orderly, Library Peon, Additional Peon, Record Peon, Malkhana Peon, Malkhana Chowkidar, Mali, Chowkidar, Sweeper having same pay scale as specified in Appendix 'B' of the Punjab Subordinate Courts Establishment (Recruitment and General conditions of Service), Group 'D' Services Rules, 2012.
11. Special aptitude means any skill-set possessed by the candidate including a special knowledge of Mali/Gardner, cook, electrician, driver, plumber, computer technician if any.

12. All candidates must mention their contact number and e-mail Ids in the applications.
13. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
14. Aspirants are advised to submit their complete application form either personally on the filing counter of this office or through registered post/courier.
15. Receipt of multiple applications from a single applicant would be discouraged.
16. No request of any sort to make up deficiency in the application form would be entertained after the due date nor this office shall entertain any call or conversation regarding receipt of application forms as well as their tracking.
17. A candidate desirous of making application for the post of Process Server as well as Peon is required to fill two separate application forms, as a single application for both the posts would amount to cancellation of the application.
18. The interview will be conducted in this office at 10:00 A.M. Alphabets of the first name of the candidates and date of interview will be as under:

SCHEDULE OF INTERVIEW FOR THE POSTS OF PROCESS SERVERS

A to F	23.08.2021
G to J	24.08.2021
K TO O	25.08.2021
P TO R	26.08.2021
S TO Z	27.08.2021

SCHEDULE OF INTERVIEW FOR THE POSTS OF PEONS

A to F	31.08.2021
G to J	01.09.2021
K TO O	02.09.2021
P TO R	03.09.2021
S TO Z	06.09.2021

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

Sd/-

(Tarsem Mangla),
District & Sessions Judge,
Fazilka.

Endst.No. 3566/EB

Dated 22.07.2021

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab with the request to obtain and send the applications along-with service record of retrenched/surplus officials, if any, to this office on or before **05.08.2021**.
2. The District Employment Generation and Training Officer, Fazilka, for sending the list of eligible candidates to this office on or before **05.08.2021**.
3. All the Judicial Officers posted in Fazilka Sessions Division to get the notice displayed on the notice board of their respective courts and copy be also given to Daftri of this office for similar compliance.
4. System Officer/System Assistant of this office to upload the same on the official website of this office.

Sd/-

(Tarsem Mangla),
District & Sessions Judge,
Fazilka.