

OFFICE OF THE DISTRICT & SESSIONS JUDGE, YAMUNA NAGAR AT JAGADHRI

EMPLOYMENT NOTICE

No. 03

Dated 10.01.2023

Applications on plain paper are invited to fill up seven (07) temporary posts of Process Server, ten (10) temporary posts of Peon and one (01) temporary post of Sweeper on regular basis from eligible candidates of following categories, in the pay matrix of FPL-DL by way of direct recruitment: -

Particulars	Total no. of posts	Unreserved (U/R)	SC/ST of Haryana	BC-A of Haryana	BC-B of Haryana	PHC (U/R)	PHC (BC-A)	ESM (U/R)
Process Server	7	2	1	1	1	1	-	1
Peon	10	5	2	1	-	1	1	-
Sweeper	1	1	-	-	-	-	-	--

The number of posts may increase or decrease on account of creation or withdrawal of Courts or otherwise.

MINIMUM QUALIFICATION REQUIRED:-

- Process Server-** Matriculation with knowledge of Hindi or Punjabi.
- Peon-** Middle with knowledge of Hindi/Punjabi.
- Sweeper-** There would be no qualification but the candidate should be able to sign in Hindi or Gurmukhi language.

AGE LIMIT

The minimum age shall be 18 years and the upper age limit shall be 42 years as on 01.01.2023. However, age relaxation to reserved category candidates shall be accorded in accordance with the instructions issued by the Government of Haryana from time to time.

LAST DATE

The applications complete in all respect should reach the below mentioned address on or before 30.01.2023 upto 5:00 pm by mentioning specifically on the top of the envelope as to for which post the candidate intends to apply e.g. "APPLICATION FOR THE POST OF PROCESS SERVER" or "APPLICATION FOR THE POST OF PEON" or "APPLICATION FOR THE POST OF SWEEPER": -

**The District & Sessions Judge,
Yamuna Nagar.**

The applications received after due date i.e. 30.01.2023 after 5:00 pm will not be entertained.

DATE AND TIME OF INTERVIEW:

Interview would be conducted in the following manner in alphabetical orders:

i. For the post of Process Server: -

Applicants having names with Alphabet	Date of Interview
A	14.02.2023
B, C, D, E, F, G, H & I	15.02.2023
J, K & L	16.02.2023
M, N & O	17.02.2023
P, Q & R	20.02.2023
S to Z & candidates sponsored by Employment Exchange and Zila Sainik Board.	21.02.2023

ii. For the post of Peon: -

Applicants having names with Alphabet	Date of Interview
A	22.02.2023
B, C, D, E, F, G, H & I	23.02.2023
J, K & L	24.02.2023
M, N & O	27.02.2023
P, Q & R	28.02.2023
S to Z & candidates sponsored by Employment Exchange and Zila Sainik Board.	01.03.2023

iii. For the post of Sweeper: -

Applicants having names with Alphabet	Date of Interview
A, B, C, D, E, F, G, H, I, J, K, L & M	02.03.2023
N, O, P, Q, R, S, T, U, V, W, X, Y & Z and candidates sponsored by Employment Exchange and Zila Sainik Board.	03.03.2023

Candidates are directed to report on the concerned dates at 12:30 p.m. in Judicial Courts Complex, Yamuna Nagar and the interview shall commence at **1:30 p.m.** No separate call letter will be sent for appearing in interview.

INSTRUCTIONS

1. Format of application can be downloaded from the website of this office i.e. <https://districts.ecourts.gov.in/india/haryana/yamunanagar/recruit>.
2. Applicants should attach self attested copies of their testimonials alongwith the application with their latest passport size photograph duly attested, affixed on the application.
3. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. 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 criteria, his/her candidature shall stand cancelled without any notice.
4. No advance copy of application shall be entertained and applications sent via e-mail will not be accepted in any case.
5. The candidate shall bring his/her original testimonials/documents on the date of interview.
6. No TA/DA will be paid to any applicant for appearing in interview.
7. This office shall not be responsible for any kind of postal delay.
8. In case of any query, applicant may contact to this office Telephone Number 01732-268300.
9. The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.

Sd/-
(Shalini Singh Nagpal)
District & Sessions Judge,
Yamuna Nagar.

APPLICATION FOR THE POST OF _____ IN SESSIONS DIVISION, YAMUNA NAGAR

1. Name of the Candidate: _____
2. Father's Name: _____
3. Mother's Name: _____
4. Permanent Address: _____

5. Address for Correspondence: _____

6. Date of Birth (Attach Proof) _____(DD/MM/YYYY)
7. Age as on 01.01.2023 _____
8. Sex (Male/Female) _____
9. Category
(if reserved, attach Proof) _____
10. Contact Number _____
11. Educational Qualification
(Attach Proof):

Affix Attested
passport size
colour
photograph
duly attested
by Gazetted
Officer

Exam Passed	Name of the Board/ University	Total Marks	Marks obtained	%age

(Signature of the Candidate)

DECLARATION BY CANDIDATE

I hereby declare that the information given above has been filled by me and is correct to the best of my knowledge. In case any of above mentioned information is found false/incorrect; then my candidature be treated as cancelled.

Dated:

(Signature of the Candidate)