

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA.

EMPLOYMENT NOTICE

Employment Notice No. 2 dated 19.4.2017

Applications are invited for the filling up of forty two (42) posts of Clerks on **adhoc basis**, on prescribed proforma (given below) alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category i.e. General/SC/OBC/ESM etc., two passport size photographs (one to be pasted on the right upper side of the prescribed proforma), on consolidated salary of Rs.10300/- per month which is equal to the minimum of the pay band of the pay scale of Rs.10300-34800+3200 G.Pay or minimum wages rates fixed by the Deputy Commissioner, Ludhiana, whichever is higher. **The said appointment will be for a period of six months or till the appointment of regular employees, whichever is earlier.** Application on prescribed proforma shall reach this office **by 9.5.2017 at 5.00 P.M.** This office will not be responsible for any postal delay or wrong delivery, whatsoever.

1. Application forms should be **legibly filled up** and the forms which are wrongly filled up or are not on the prescribed form or incomplete or received late, shall be summarily rejected.
2. Application Form shall be filed up in **Capital letters** only.
3. The under-mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made from general category:-

General	B.C.	SC (Mazbi)	SC (Others)	ESM (Gen)	ESM (SC)	ESM (BC)	Handicapped	Total
23	4	4	4	3	2	1	1	42

- a) Number of vacancies and reservation in the posts is liable to be altered without any prior notice.
- b) Only Scheduled Castes/Backward Class/Ex-Serviceman/Physically handicapped of Punjab domicile are eligible for seeking benefit of reservation.

EDUCATIONAL QUALIFICATION FOR THE POST OF CLERK ON ADHOC BASIS:

The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and he should have passed Matriculation with Punjabi as one of the subjects. The candidate should also have proficiency in computers.

SELECTION CRITERIA

All the candidates, whose applications will be found correct after scrutiny will be called for computer proficiency test (word processing and spreadsheet). Merit list of selected candidates shall be displayed on the notice board as well as official website of this office if any Candidate has any objection, then he may represent, in this regard, within seven days. No objection will be entertained after the stipulated period. The list of eligible of candidates as well as list of rejected candidates will be displayed on the aforesaid website

AGE LIMIT

The candidate should be between 18 to 37 years of age as on 01.01.2017. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.

DATE AND VENUE OF TEST

The schedule of test and venue of test will be displayed on the notice board of the Court of undersigned as well as on the **website** www.ecourts.gov.in/ludhiana and will be published in the newspaper Nawan Zamana, Jalandhar. No separate intimation will be sent to any candidate.

(PROFORMA)

APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS IN THE SESSIONS DIVISION, LUDHIANA

1. Name : _____
2. Father's Name/Husband Name : _____
3. Permanent Address : _____
4. Correspondence Address : _____
5. Date of Birth : _____
6. Qualification : _____
7. Category : _____
8. Nationality : _____
9. List of Document : _____
10. Telephone/Mobile No. : _____
11. Whether Punjabi passed up
To matriculate level or not : _____

Signature of applicant

NOTES

1. No separate TA/DA will be given to the candidates appearing for test.
2. In case of any unavoidable exigency, the scheduled test will be postponed, without any prior notice. In that case, next date of test shall be displayed on the notice board of the Court of undersigned as well as on the website www.ecourts.gov.in/ludhiana. No separate intimation will be sent to any candidate.
3. The offer of appointment is subject to verification of original certificates/testimonials at the time of selection and completeness of other formalities otherwise the candidature shall be rejected.
4. Before applying to the abovesaid posts, the candidates 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 candidates shall be removed from the services besides further action as per law.
5. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Office shall reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the public notice/employment notice.


District and Sessions Judge,
Ludhiana