

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR

NOTICE OF PUBLIC APPOINTMENT

Applications are invited to fill up **04** temporary posts of **Process Server (General-01, General ESM-01, BC(A)-01 and BC(B)-01)** and **08** temporary posts of **Peons (General-05, BC(A)-01, BC(B)-01, SC-01)** subject to the continuation of said temporary posts for next financial year, in the pay scales of Rs.16900-53500/- (pre-revised Rs.4440-7440+1650 GP) and Rs.16900-53500/- (pre-revised Rs.4440-7440+1300 GP) plus usual allowances, respectively as admissible to Haryana Government Employees from time to time. Number of vacancies may increase or decrease on creation or withdrawal of Courts or otherwise.

1. **Qualification:**

Process Server: Matriculate with knowledge of Hindi or Punjabi.

Peon: Middle standard pass and having knowledge of Hindi/Punjabi.

2. **Age Limit:** No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 01.01.2017, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court/Haryana Government from time to time.
3. **Last Date:** The last date for receipt of the applications is 20.11.2017 upto 5.00 p.m. No application received thereafter shall be entertained in any case. Delay on the part of the postal authorities shall be no ground for entertaining the applications received after due date. The applicants are required to submit separate application for each post.
4. Candidates working in the Govt. Department, Semi-Govt. Department, any Corporation or any Board are required to apply through proper channel.
5. Separate applications for each post on plain paper with recent photograph of candidate duly attested by Gazetted Officer affixed thereon

containing complete particulars, i.e. Name, Father's/Husband's Name, Date of Birth, Sex, Nationality, Educational Qualification, Category, Permanent Address, Present Postal Address, Experience, if any, Contact Phone number, email address alongwith attested copies of the relevant testimonials besides two legible duly self addressed and properly stamped envelopes worth Rs.25/- each, should reach this office, either by registered post or by hand well before the closing date i.e. 20.11.2017 upto 05.00 p.m.

6. Incomplete applications i.e. applications without photographs, envelopes and attested copies of the relevant testimonials/certificates or any other requisite information or documents shall be out-rightly rejected without any information to the candidates.
7. The candidate shall appear for interview in the Judicial Courts Complex, Jhajjar in sequence of Alphabets of their names mentioned against the dates given below:

For the Posts of Process Servers.


Date	Day	English Alphabet
23.11.2017	Thursday	A to Q
24.11.2017	Friday	R to Z & Candidates sponsored by District Employment Exchange and Zila Sainik Board.

For the post of Peons

Date	Day	English Alphabet
25.11.2017	Saturday	A to Q
26.11.2017	Sunday	R to Z & Candidates sponsored by District Employment Exchange.

In case the number of candidates are more or for any other reason the interview could not be completed on the given date, in that case the interview of the left out candidates shall be conducted on the next day or the date fixed by the Recruitment Committee. The candidates are required to bring their original testimonials at the time of interview.

8. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date.
9. The reservation of SC, BC, ESM etc. is only for the domiciles of Haryana (As per the instructions of the Government of Haryana).
10. Reporting time will be 09.30 A.M. on the date of interview.
11. No TA/DA shall be paid to the candidates for this purpose and no separate letter regarding interview shall be issued by this office.
12. In case, no suitable candidate of reserve category is found, the vacancy shall be filled up from amongst the candidate (s) of General Category.
13. The above mentioned entire information is also available on the official website of this office i.e. www.ecourts.gov.in/Jhajjar.


District & Sessions Judge,
Jhajjar. 