

# OFFICE OF THE DISTRICT & SESSIONS JUDGE, JIND

## EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts of Process Server, Peons (which includes 02 number of anticipated posts of Peons) and Sweeper:-

Sr.No.	Name of posts	Number of Vacancies					Pay Scale	Remarks
1.	Process Server	01 Post					Pay matrix of FPL-DL (Rs.16900-53500/-) plus usual allowances.	Purely temporary but on regular basis.
		General	SC	BC-A	BC-B	ESM (Gen.)		
		01	-	-	-	-		
2.	Peon	10 Posts					Pay matrix of FPL-DL (Rs.16900-53500/-) plus usual allowances.	Purely temporary but on regular basis.
		General	SC	BC-A	BC-B	ESM (Gen.)		
		05	02	01	01	01		
3.	Sweeper	01 Post					Pay matrix of FPL-DL (Rs.16900-53500/-) plus usual allowances.	Purely temporary but on regular basis.

**Note:-** The number of vacancies may increase or decrease due to creation or withdrawal of Courts, retirements, promotions, adjustment of surplus staff or otherwise during the selection process. No intimation in this regard will be issued separately.

Reservation will only be applicable to the candidates of Haryana State having Haryana Domicile. Candidates of reserved category of other States/U.T. will be considered of General Category. Reservation policy as enforced at the time of selection would be considered; provided that in case of non-availability of suitable candidate of reserved category for the posts of Peon, the reserved post shall be filled up from the suitable candidate (s) of General Category.

Selection for the post of Process Server, Peon and Sweeper shall be made strictly in accordance with amended Rule 7 of Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997.

### **1. QUALIFICATION**

For Process Server:-

The applicant should have passed matriculate standard examination and possess knowledge of Hindi or Punjabi. The applicant should fulfill the condition of qualification on the last date of receipt of application.

For

Peon:-

The applicant should have passed middle Standard examination and possess knowledge of Hindi/Punjabi. The applicant should fulfill the condition of qualification on the last date of receipt of application.

For Sweeper:-

Candidate Should have experience of the duties required to be performed by him/her. However, he/she should be able to sign in Hindi or Gurumukhi language as the case may be.

**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 01.01.2024. However, age relaxation for reserved posts shall be applicable as per Reservation Policies framed by Government of Haryana from time to time.

**3. Last date:**

Last date for receipt of applications shall be **30.01.2024 upto 5.00 P.M.** Applications received thereafter, shall not be entertained under any circumstances. Delay on the part of Postal Authorities shall not be a ground for entertaining applications received after due date.

**4. Date and Place of Interview.**

The date and schedule of interview would be uploaded on the official website of this office i.e <https://jind.dcourts.gov.in/> in due course. Candidates are advised to visit the website regularly. No separate call letter or intimation for interview will be sent to candidates.

- 5.** Separate application for each post on plain paper mentioning Name of the Post applied for affixing recent passport size photograph mentioning complete particular i.e Name, Father's /Husband's Name, Date of Birth, Gender, Cast, Education Qualification, Experience, Permanent Address, Present Postal Address, Nationality, Contact Number along with Self Attested Copies of Relevant certificates, Documents should reach in the office of District & Sessions Judge, District Court Complex, Jind 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", either by post or by Hand well before the closing date i.e 30.01.2024 by 5.00 P.M. **Applications received through e-mail shall not be entertained.**

- 6.** Incomplete applications, such as without Name of post applied for, Date of Birth, Educational Qualification, without Photograph, Without self attested copies of relevant certificates, testimonials and received after due date or before the date of advertisement shall be rejected out-rightly without any intimation to the candidates. However, rejection list would be uploaded on the website of this office.
- 7.** No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date or before the date of advertisement.
- 8.** Candidates working in Government Deptt., Semi Government, Any corporation or any Boards are required to apply through proper channel.
- 9.** No TA/DA is admissible to any candidates appearing in interview.

**Dated: 12<sup>th</sup> January, 2024.**

  
**(Yashvir Singh Rathor)**  
**District & Sessions Judge,**  
**Jind.**