

PUBLIC NOTICE

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FARIDKOT

Offline applications are invited upto **02.03.2022** for filling up temporary posts of **Process Servers (07)** and **Peons (06) sanctioned till 28.02.2022 for the present**. The applications should be filled on the proforma given below, complete in all respects, alongwith attested copies of relevant testimonials including proof of age, category, and two recent passport size photographs (out of which one should be pasted on the right upper side of the application).

Sr. No.	Post	No. of Posts	Pay	Qualification	Age
01	Process Servers (Class-IV)	Total : 07 (General=05 SC=01, BC=01)	Fixed monthly emoluments in the pay scale of Rs. 4900-10680+ 1800 GP as per Punjab Govt. Letter No.7/204/2012-4FPI/66 dated 15.01.2015, further revised vide Punjab Govt. Letter No.7/204/2012/4FP1 / 1049 dated 21.12.2015 or as admissible from time to time.	Should be Matriculate with knowledge of Punjabi language	18 to 35 years as on 01.01.2022 for General Category. Age relaxation to reserved categories as per instructions of Hon'ble Punjab & Haryana High Court, Chandigarh and Punjab Govt.
02	Peons (Class IV)	06 (General=05, Handicapped=01)	Fixed monthly emoluments in the pay scale of Rs. 4900-10680+ 1650 GP as per Punjab Govt. Letter No.7/204/2012-4FPI/66 dated 15.01.2015, further revised vide Punjab Govt. Letter No.7/204/2012/4FP1 / 1049 dated 21.12.2015 or as admissible from time to time.	Should have knowledge of Punjabi Language upto middle standard.	18 to 35 years as on 01.01.2022 for General Category. Age relaxation to reserved categories as per instructions of Hon'ble Punjab & Haryana High Court, Chandigarh and Punjab Govt.

1. The skill assessment will be conducted in this office at 10.00 A.M. as per first alphabets of the first name of the candidates and date of interview will be as under:-

SCHEDULE OF SKILL ASSESSMENT TEST FOR THE POSTS OF PROCESS SERVER AND PEON:

A to F	07.03.2022
G to L	08.03.2022
M to R	09.03.2022
S TO Z	10.03.2022

2. All the Candidates must bring the original testimonials with them, at the time of **Skill Assessment test.** No T.A./ D.A. will be paid to the candidates for this purpose.
3. **Prescribed proforma of application form is available on the official website of this office. The candidate will be solely responsible to appear in the Skill Assessment test. No separate information in this regard will be sent to the candidates. All the candidates should wear face mask properly by following the guidelines issued by the Health Authority Pb. Govt. issued from time to time.**
4. The incomplete applications and **those received after 05.00 PM of due date i.e. 02.03.2022** shall be rejected without assigning any reason. This office will not be responsible **for any postal delay or wrong delivery, whatsoever.**
5. Before applying to the above said posts, candidate 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 appointed erroneously such candidate shall be removed from service.
6. The reservation of vacancies is as per the policy of Punjab Government. If no suitable candidate from the reserved category is found available, the post of reserved category will be offered to the candidates of General Category.
7. The post of Peon includes all other categories as specified in Appendix “B” of the Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service), Group ‘D’ Services Rules, 2012.
8. Special aptitude means any skill-set possessed by the candidate including a special knowledge of Mali/ Gardener, Cook, electrician, driver, plumber, computer technician if any.
9. All candidates must mention their contact numbers and email Ids in their applications.
10. It is to make amply clear that no bookseller or agent has been authorized to collect application form from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
11. 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.
12. 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.

13. Number of above said posts, may be increased or decreased due to administrative exigency. **In case of CANCELLATION / POSTPONEMENT of Skill Assessment test** due to administrative reasons, this office shall not be responsible. However notice in this regard will be notified on official website of this office i.e. <https://districts.ecourts.gov.in/faridkot> **or** <https://districts.ecourts.gov.in/india/punjab/faridkot/recruit>

-Sd-

(Sumeet Malhotra),
District & Sessions Judge,
Faridkot.

Dated: 18.02.2022

Endst.No.496/EB

Dated, Faridkot the 18.02.2022.

Copy forwarded to:-

1. All the District & Sessions Judge in the State of Punjab (through E-mail) with the request to get notice displayed on the notice board of their respective Sessions Divisions.
2. All the Judicial Officer posted in Faridkot Sessions Division for affixing the copy of Public Notice on the Notice Board of their respective Courts, for information of the General Public.
3. The District Employment Generation and Training Officer, District Employment Exchange, Faridkot for sending the list of eligible candidates alongwith their application forms duly filled in on the prescribed proforma alongwith two passport size photographs to this office before **02.03.2022**.
4. Copy of this notice be displayed on the notice board of this Court.
5. System Officer/ System Assistant of this office to upload the detailed advertisement on the official website of this office and to affix on Notice Board of this Court/office by concerned Daftri;

for information and necessary action.

-Sd-

(Sumeet Malhotra),
District & Sessions Judge,
Faridkot.

**OFFICE OF THE DISTRICT & SESSIONS JUDGE,
FARIDKOT**

APPLICATION FOR THE POST OF _____

1. Name (In Block letters)	:	_____	Recent Passport Size Photograph
2. Father's / Husband Name	:	_____	
3. Permanent Address	:	_____	
4. Correspondence Address	:	_____	
5. Date of Birth	:	_____	
6. Qualification	:	_____	
7. Nationality	:	_____	
8. Category (attach Proof)	:	_____	
9. Experience, If any	:	_____	
10. Special aptitude, if any	:	_____	
11. List of documents attached	:	_____	
12. Telephone/ Mobile No.	:	_____	
13. 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.

Signature of the applicant