

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM

EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts:

Sr. No.	Name of Posts	Number of Vacancies										Pay Scale	Remarks
1.	Process Server	06 Posts										Pay matrix of FPL-DL (Rs.16,900-53,500) plus other usual allowances	Purely temporary but on regular basis
		Gen	Gen (ESM)	Gen (PH)	SC	SC (ESM)	BC-A	BC-A (PH)	BC-A (ESM)	BC-B	BC-B (ESM)		
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Sr. No.	Name of Posts	Number of Vacancies										Pay Scale	Remarks
2.	Peon	35 Posts										Pay matrix of FPL-DL (Rs.16,900-53,500) plus other usual allowances	Purely temporary but on regular basis
		Gen	Gen (ESM)	Gen (PH)	SC	SC (ESM)	BC-A	BC-A (PH)	BC-A (ESM)	BC-B	BC-B (ESM)		
		17	2	1	6	1	3	1	1	2	1		

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 candidate of Haryana State having Haryana domicile. Candidate of reserved category of other States/U.T. will be considered as a candidate of General Category. Reservation Policy as enforced at the time of selection would be considered and applicable; provided that in case of non-availability of suitable candidate of reserved category for the post of Process Servers and Peons, the reserved posts shall be filled up by the suitable candidate(s) of General Category.

Selection for the posts of Process Servers and Peons shall be made strictly accordance with amended Rule 7 of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

1. ESSENTIAL QUALIFICATION

Process Servers	Matriculate with knowledge of Hindi or Punjabi.
Peons	Candidate who have passed Middle Standard Examination and possess knowledge of Hindi or Punjabi.

2. AGE LIMIT (for both posts)

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 1st January, 2023. 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 the applications shall be **15.01.2024 up to 05:00 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://gurugram.dcourts.gov.in> in due course. Candidates are advised to visit the website regularly **w.e.f. 29.12.2023**. No separate call letters / intimation for interview will be sent to candidates.

5. **Separate application for each post** on plain paper mentioning **name of post applied for** affixing recent passport size photograph mentioning complete particulars i.e. Name, Father's/Husband's Name, Date of Birth, Gender, Caste, Educational Qualification, Experience, Permanent Address, Present Postal Address, Nationality, Contact Number along with attested copies of relevant certificates/documents should reach in the office of District and Sessions Judge, District Court Complex, Near Rajeev Chowk, Gurugram, either by registered post or by hand well before the closing date i.e. **15.01.2024 by 05:00 p.m.** Applications received through e-mail shall not be entertained.

6. The incomplete applications, such as without name of post applied for, date of birth, educational qualification, without photograph, without 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. No TA/DA is admissible to any candidate appearing in the interview for the posts mentioned above.

Sd/- (Chairman)
Recruitment Committee,
Gurugram.