

# OFFICE OF THE DISTRICT & SESSIONS JUDGE, JIND

## EMPLOYMENT NOTICE

Applications are hereby invited for Four (04) post of Process Server (General Category) and three (03) posts of Peon (02 of General Category and 01 of Scheduled Caste) in pay scale of Rs.16,900-53500/-(Level-DL-0), purely on temporary basis for Sessions Division, Jind from general public. The essential qualification for the aforesaid posts shall be as follows:-

**PROCESS SERVER:** Appointment to the post of Process Server shall be made from amongst the candidates, who have passed Matriculation Examination with knowledge of Hindi or Punjabi.

**PEON:** Appointment to the posts of Peon(s) shall be made from amongst the candidates, who have passed Middle Standard Examination and have knowledge of Hindi/Punjabi.

**AGE LIMIT:** The minimum age limit of candidate for appointment to the posts of Process Server and Peon shall be 18 years and upper age limit shall be 42 years as on 01.01.2022 in accordance with the latest instructions of Hon'ble High Court and as prescribed by the Haryana Government in this regard.

**LAST DATE:** Last date for receipt of applications shall be 03.02.2022 till 4.00 p.m. No application received thereafter shall be entertained, in any case. This office will not be responsible for any postal delay.

**DATE & TIME OF INTERVIEW:** Interviews for the posts of Process Server and Peons shall be held as per alphabetical orders of the names of the candidates as per the schedule given below:

### **FOR THE POST OF PEON:**

21.02.2022 (Monday) - A, B, C, D, E, F, G, H, I  
22.02.2022 (Tuesday) - J, K, L, M, N, O, P, Q, R  
23.02.2022 (Wednesday) - S, T, U, V, W, X, Y, Z

### **FOR THE POST OF PROCESS SERVER:**

24.02.2022 (Thursday) - A, B, C, D, E, F, G, H, I  
25.02.2022 (Friday) - J, K, L, M, N, O, P, Q, R  
26.02.2022 (Saturday) - S, T, U, V, W, X, Y, Z

**REPORTING TIME :** Reporting time for interview will be 12.30 PM, in the office of Superintendent to District & Sessions Judge, Jind.

**TIMING FOR INTERVIEW :** Interview will commence at 02.00 PM onwards at Judicial Court Complex, Jind.

  
District & Sessions Judge,  
Jind

**NOTE:**

- (i) Applications on plain paper bearing recent passport size photograph of candidate containing details viz. **Name, Father's/ Husband's name, Date of Birth, Sex, Educational Qualification, Category, Present/ Permanent address, Telephone/Mobile Number, E-mail and Experience**, if any, mentioning clearly the Name of Post for which the same is being applied, alongwith self attested copy of proof of date of birth and other testimonials should be reached either by registered post or by hand well before the closing date i.e. 03.02.2022 till 4.00 PM at the following address:-
- "The Superintendent,  
Office of District and Sessions Judge,  
Judicial Court Complex,  
Jind, Haryana.  
Phone No.01681-245291, 245286(F)"***
- (ii) Incomplete applications without bearing photograph of candidate, attested copy of proof of Date of Birth, educational certificates and other relevant documents shall be straightway rejected without any information to the candidate.
- (iii) Neither any application nor any correspondence in respect of incomplete applications shall be entertained after last date of submission of application i.e 03.02.2022 till 4.00 PM. This office will not be responsible for any postal delay.
- (iv) The candidates are required to mention the "Name of Post" on the head of application for which, he/she is applying. In case, applicant wants to apply for both posts, he/she is required to submit separate applications for such post(s).
- (v) The candidates shall also bring their original documents on the date of interview.
- (vi) No separate call letters for interview will be sent.
- (vii) No TA/DA shall be paid.
- (viii) The number of vacancies may increase or decrease.
- (ix) For any query the candidates may contact this office on Telephone Number: 01681-245291, 245286 (Fax)