

# OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR

## EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts of Process Servers and Peons (which includes 08 number of anticipated posts of Peons):-

Sr. No.	Name of Posts	Number of Vacancies					Pay Scale	Remarks	
1.	Process Server	<b>08 Posts</b>					Pay matrix of FPL-DL (Rs.16,900-53,500/-) plus usual allowances.	Purely temporary but on regular basis.	
		<b>General</b>	<b>SC</b>	<b>BC-'A'</b>	<b>ESM (Genl.)</b>	<b>PWD (a) blindness and low vision</b>			
		04	01	01	01	01			
2.	Peon	<b>13 Posts</b>					Pay matrix of FPL-DL (Rs.16,900-53,500/-) plus usual allowances.	Purely temporary but on regular basis.	
		<b>General</b>	<b>SC</b>	<b>BC-'A'</b>	<b>BC-'B'</b>	<b>ESM (Genl.)</b>			<b>PWD (a) blindness and low vision</b>
		06	02	02	01	01			01

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**Note:** The number of vacancies may increase or decrease due to creation or withdrawal of courts, promotions 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 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 posts of Process Servers and Peons, the reserved posts shall be filled up from the suitable candidate(s) of general category.

The recruitment shall be made strictly in accordance with Rule 7 of Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997 and relevant instructions.

### 1. **ESSENTIAL QUALIFICATION:**

<b>Process Servers</b>	Matriculate with knowledge of Hindi or Punjabi.
<b>Peons</b>	Candidates who have passed Middle standard examination and possess 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 01.01.2023. 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:**

The last date for receipt of applications shall be **08.01.2024** upto **05.00 P.M.** Applications received after due date shall not be entertained in any manner. This office shall not be responsible for any kind of postal delay.

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://jhajjar.dcourts.gov.in/notice-category/recruitments/> in due course. Candidates are advised to visit the website regularly w.e.f. 08.01.2024. No separate call letters/intimation for interview will be sent to the candidates.

5. **Separate applications 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, Category, Educational Qualification, Experience, Permanent Address, Present postal address, Nationality, Contact Number/e-mail ID alongwith self attested photocopies of relevant certificates/documents and one self addressed envelope with proper postal stamp should reach in the **office of District and Sessions Judge, Judicial Courts Complex, Gurugram Road, Jhajjar** either by post or by hand well before the closing date i.e. **08.01.2024** by **05:00 P.M.**. Applications received through e-mail shall not be entertained.

6. Incomplete applications or applications received without requisite documents shall be rejected straightway without assigning any reason and information to the candidates. However, rejection list would be uploaded on the website of this office.

7. Candidates working in Government Department, Semi Government Department, any Corporation or any Boards are required to apply through proper channel.
8. Persons with Disabilities (PWD) while applying for the reserved posts of Process Server and Peon shall mention their category in their application forms and shall annex certificate regarding disability. The candidates of reserved category (BC-A, BC-B & SC, as the case may be) shall also annex self attested copy of their caste certificate alongwith their application forms.
9. The candidates are required to bring their original testimonials at the time of interview.
10. No TA/DA will be admissible to any candidate appearing in interview for the posts mentioned above.
11. Format of application can be downloaded from the official website of District Courts, Jhajjar i.e. <https://jhajjar.dcourts.gov.in/notice-category/recruitments/>
12. **Appointment letters to the selected candidates against 08 numbers of anticipated posts of Peon (which are created for newly recruited Judicial Officers, who will join in the month of February, 2024) would be issued on joining of newly recruited Judicial Officers.**

Dated: 18.12.2023

Sd/-  
District and Sessions Judge,  
Jhajjar.