

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, ROHTAK**

**NOTICE OF EMPLOYMENT**

Applications are invited to fill up **21 posts of Clerks and 01 post of Driver purely on Adhoc basis** on the consolidated pay **Rs. 25,500/-** per month i.e. minimum pay scale of the posts, as per Government of Haryana letter No. 16/36/ 2016-3GS-II dated 03.11.2017 duly adopted by Hon'ble High Court vide letter No. 209 Spl.E.II/VII.B.3 (Hy.) dated 20.02.2019, for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier. The total number of vacancies may decrease due to withdrawal of courts, adjustment of surplus staff or otherwise, during the selection process and no intimation in this regard will be issued separately.

**Category-wise vacancies:-**

**For the post of Clerks- 06-General, 01-General(ESM), 05-SC, 01-SC(ESM), 03-BCA, 01 BCA(ESM), 02-BCB, 01-BCB(ESM), 01-PwBD (Cat.A B,LV)**

**For the post of Driver; 01-General**

The selection for the aforesaid posts shall be made strictly in accordance with amended Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 and as per explanation to Rule 7 (iii) of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Services), Rules 1997 Volume-I, Chapter 18-B, "*Where no candidate of reserved category is available then appointment be made from general category*".

**1. Qualification:**

**For the post of Clerk:**

- (a) No candidate for direct recruitment shall be eligible to apply for the post of Clerk unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Hindi as one of the subject.
- (b) Candidates shall have to take a written examination in the following subjects.

Sr.No.	Subject	Max. Marks	Qualifying marks
1.	English Composition	50	33%
2.	General Knowledge	50	33%

- (c) No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers. (Word and spread sheet). The candidates have to qualify Computer Typing Test at the speed of 30 w.p.m..

**For the post of Driver:**

Appointment to the post of Driver shall be made by direct recruitment. The candidate should possess following academic qualifications/requirement.

- (i) The candidate should be at least middle pass with Punjabi/Hindi as one of the subject.
- (ii) He should possess a valid licence for L.T.V.
- (iii) He should not have been convicted of any offence for negligent driving and should have a minimum of two years experience of driving a car.

**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, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana at Chandigarh and/or Haryana Government.

3. **LAST DATE:** The last date for receipt of the applications by post or by hand in the office of the undersigned i.e. The District and Sessions Judge, Rohtak is **14.10.2024 upto 05:00 pm**. Delay on the part of the postal or other authorities shall be no ground for entertaining the applications received after due date. Applications received after due date shall not be entertained in any manner and shall be refused straightway, without any further correspondence. Applications received through email shall not be entertained in any manner.

4. Application Form can be downloaded from the website of District Courts Rohtak i.e.

**<https://rohtak.dcourts.gov.in/notice-category/recruitments/>.**

Candidates are advised to visit the website regularly after 14.10.2024, for updates related to further process of recruitment.

5. One latest passport size colored photograph must be affixed on the application form in the given space and self attested photocopies of the educational documents and certificates regarding category, experience etc. must be attached with the application form. The candidates are required to bring their proof of identity at the time of written test/interview, failing which, he/she will not be allowed for test.

6. Incomplete applications or applications received without requisite documents shall be rejected straightway without assigning any reason whatsoever. No correspondence, whatsoever shall be entertained in respect of incomplete applications or those which are refused by this office for receipt after expiry of the last date i.e. 14.10.2024.

7. The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.

8. No TA/DA is admissible to any candidate appearing in the test(s) for the posts mentioned above.

9. No separate call letters for the written test/interview shall be issued.

**NOTE:**

**The schedule of written test/interview shall be uploaded in due course on the official website i.e. <https://rohtak.dcourts.gov.in>.**

**Sd/-**  
District and Sessions Judge,  
Rohtak