

OFFICE OF DISTRICT & SESSIONS JUDGE, TARN TARAN

PUBLIC NOTICE

Applications are invited from the eligible candidates along with two recent identical passport size photographs, strictly on the prescribed proforma till **15.11.2021** at 05:00 P.M for filling up 15 posts of Clerk on adhoc basis, initially for the period of six months or till the regular appointment is made by the Hon'ble Punjab and Haryana High Court, on consolidated salary as per Punjab Government letter No.7/204/2012-4FPI/66 dated 15.01.2015 & 07/204/2012-4FPI/1049 dated 21.12.2015 subject to increase or decrease of revision of DC rates or any further instructions received from the Hon'ble High Court, as per rules.

Sr. No.	Name of the post	Number of posts	Pay	Minimum Qualification	Age limit
1.	Clerk (on adhoc basis)	15 (Gen.- 09, SC-03, BC-02, PHC(OH) - 01) In case no candidate from reserved category is available or qualify for selection to the above mentioned posts, then appointment shall be made from General category.	Consolidated monthly salary (in the pay scale of 10300-34800+3200 Grade pay) as per Punjab Government letter No.7/204/2012-4FPI/66 dated 15.01.2015 & 07/204/2012-4FPI/1049 dated 21.12.2015 subject to increase or decrease of revision of DC rates or any further instructions received from the Hon'ble High Court	1. B.A. or B.Sc. or equivalent thereto from a recognized University. 2. The candidate should have passed Punjabi language as a subject in Matriculation Examination or its equivalent standard and having proficiency in operation of computers.	The candidate should be between 18 to 37 years of age as on 01.10.2021 . Relaxation shall be admissible as per the norms of Punjab Government.

NOTE :-

1. The number of post may be increased or decreased by adopting due process at any time before the selection process is complete without giving any prior notice to the candidate.
2. For administrative reasons, the competent authority reserves the right of any amendment, cancellation and change to this advertisement as a

whole or a part without any prior notice to the candidates, by adopting due process.

3. Applications giving full details along with two recent passport size photographs and attested copies of relevant testimonials i.e. proof of qualification, date of birth, category to which he/she belong to etc., must be attached with the application, for the above said post, should reach this office before 05:00 P.M. on 15.11.2021. No application will be entertained thereafter. This office is not responsible for any postal delay or wrong delivery, whatsoever. Incomplete applications as well as the applications received after 05:00 P.M. on 15.11.2021, either by post or otherwise shall not be entertained.
4. Before applying to the above said post, the candidates 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 erroneously appointed such candidates shall be removed from the service.
5. Venue and schedule of test will be notified later on at the official website of this office i.e. <https://districts.ecourts.gov.in/india/punjab/tarn-taran/recruit>. No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.
6. The selection shall be made by conducting written test (General Knowledge and English Composition). 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.
7. In case of cancellation/postponement of test for the aforesaid post, due to administrative reasons, this office will not be responsible.
8. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
9. In case no candidate from reserved category is available or qualify for selection to the above mentioned posts, then appointment shall be made from General category.

Sd/-

District & Sessions Judge,
Tarn Taran.

OFFICE OF DISTRICT & SESSIONS JUDGE, TARN TARAN

Endst. No. _____

Dated _____

Copy forwarded to :-

1. All the District & Sessions Judge in the State of Punjab, through e-mail with the request to display the same on the Notice Board;

2. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Boards of their respective Courts;
3. The Editor, Punjabi Tribune, with the request to publish the above mentioned notice and send the copy of newspaper alongwith Bill to this office at the earliest.
4. The District Employment Generation & Training Officer, District Employment Exchange, Tarn Taran, for sending the lists of eligible candidates for the above said posts, on or before 15.11.2021;
5. The System Officer with the direction to upload the above public notice along with the requisite proforma on the official website of this Sessions Division i.e. <https://districts.ecourts.gov.in/india/punjab/tarn-taran/recruit>;
6. Daftri of this office with the directions to display this notice on the Notice Board of this Court/office.

Sd/-
District & Sessions Judge,
Tarn Taran.

PROFORMA

OFFICE OF THE DISTRICT & SESSIONS JUDGE, TARN TARAN

Application for the post of Clerk (on ad-hoc basis)

1.	Name (in Block letters)	:	
2.	Father's Name	:	
3.	Date of Birth	:	
4.	Category	:	
5.	Nationality	:	
6.	Permanent Address	:	
7.	Correspondence Address	:	
8.	Contact No.	:	
9.	Email Address	:	
10.	Whether passed Matriculation Examination with Punjabi as one of the subject (Yes/No)	:	
11.	Experience (if any)	:	

Educational Qualification:

Name of Examination	Board/ University	Year of Passing	Marks Secured	Total Marks	%age of Marks
Matric					
Graduation					
Any other					

Declaration:

I have read the terms and conditions of the advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature is liable to be rejected. I further certify that the attested copies of the certificates/ documents attached with the application are correct and true copies.

Place:

Date:

(Signature of Applicant)

List of Documents to be attached:

1. Proof of Date of Birth
2. Certificate of Matriculation Examination with Punjabi as one of compulsory or elective subject
3. All the Educational Certificates
4. Caste Certificate/Category Certificate or any other certificate for which he/she is seeking age relaxation
5. Experience Certificate, if any
6. Aadhaar Card
7. Two identical photographs