

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SRI MUKTSAR SAHIB
(Telephone No. 01633-261472)
PUBLIC NOTICE

Applications are invited for the filling up of 16 posts of Clerk on Adhoc basis initially for a period of six months or till the regular appointment is made by the Hon'ble High Court or till the existence of a particular Court, whichever is earlier, on consolidated salary or as stated below. The applications should be submitted strictly on the proforma enclosed herewith along-with attested copies of relevant testimonials, two recent passport size photographs, out of which one should be pasted on the application form. Last date and time for receipt of applications in this office is **03.05.2025** upto **05:00 PM**. The qualification, Pay and other criteria to fill up these posts, are as under :-

Sr.No	Name of the Posts	No. of Posts	Pay Scale	Qualification	Age as on 01.01.2025
1.	Clerk (Adhoc basis)	Total = 16 Gen.-4, Gen. Women-1 EWS-1, SC-1, SC Women -1 BC-1, PHC Women-1, ESM Women-2, ESM-1, ESM SC-1, ESM BC-1, Sports Women-1	Rs. 29,200/- per month as per letter dated 03.12.2024 of the Hon'ble Punjab & Haryana High Court subject to outcome of the SLP preferred by the State of Punjab against the Judgment dated 16.02.2023	The Candidate should possess a degree of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in operation of Computers	18 to 37 years as on 01.01.2025 with the relaxation in age to the reserved categories as per rules.

Note :- The above mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made in terms of Rule 7 of the Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service)Rules 1997 or other prevailing instructions.

For the Post of Clerk the following Selection Criteria will be adopted

The Candidates shall have to take a subjective/objective examination in the following subjects:-

Sr. No.	Subject	Max. Marks
1.	English	50
2.	General Knowledge and current affairs	50

Venue and Schedule of test will be notified later on at the official website of this office i.e. District Court Sri Muktsar Sahib <https://muktsarsahib.dcourts.gov.in>

No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

1. The number of above said posts may be increased or decreased due to administrative exigencies. In case of any administrative reasons arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this office i.e. <https://muktsarsahib.dcourts.gov.in>
2. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/ modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
3. The incomplete and incorrect application form which are not in prescribed proforma shall be rejected summarily without any notice and those received after 05:00 PM of 03.05.2025 due date i.e. shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
4. Only Schedule caste, BC/Ex-Serviceman candidates of Punjab domicile are eligible for seeking benefit of reservation.
5. Application on prescribed proforma (as available on official website) should be legibly filled up in CAPITAL LETTERS with complete particulars along-with contact number, Email Id. Candidate has to send the signed application form along- with all required/supporting documents. Application sent by post in an envelope must be mentioned "APPLICATION FOR THE POST OF CLERK on Adhoc basis."
6. The candidates are required to bring one photo identity proof on the day of the test. Otherwise the candidate will not be allowed to appear in the test.

Sd/-

(Raj Kumar)

District and Sessions Judge,
Sri Muktsar Sahib

Endst. No. 910 /EB dated 19/4/2025

Copy forwarded to :-

- 1) The Registrar General, Hon'ble Punjab & Haryana High Court, Chandigarh, for the kind perusal and information, with regard to Hon'ble High Court letter No. 448 SplE.II/VII.B4(Pb.)7-E dated 04.04.2025.
- 2) All the District and Sessions Judges in the State of Punjab with the request to display it on the Notice Board of their respective Sessions Divisions.

- 3) All the Judicial Officers working in Sri Muktsar Sahib Sessions Division, with the request to display it on the Notice Board of their respective Courts, for information of the General Public.
- 4) System Officer of this office to upload this Public Notice on the official website of this Sessions Division.
- 5) Daftri of this office to display this notice on notice board of this office.

Sd/-
(Raj Kumar)
District and Sessions Judge,
Sri Muktsar Sahib

PHOTO

PROFORMA
APPLICATION FOR THE POST OF _____
ON CONTRACT BASIS IN SESSIONS DIVISION, SRI MUKTSAR SAHIB

1. Name of Candidate : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on 01.01.2025 : _____
5. Category (attach Proof) : _____
6. Whether passed Matriculation Examination with Punjabi as one of the subject : _____
7. Permanent Address : _____
8. Correspondence Address : _____
9. Detail of work experience : _____
10. Nationality : _____
11. Contact No./Email-id : _____
12. Educational Qualifications

Name of Examination	Board/University/Equivalent Institution	Year of passing	Marks secured	Total Marks	percentage
Graduation					
Post Graduation					
Any other					

13. Whether any FIR/criminal case was/is registered/pending against you, with The Police or any court, if Yes status of the same be attached with the application : _____

(Signature of applicant)

Undertaking

I have read all the terms and conditions published on the official website of Sri Muktsar Sahib, Sessions Division. I further undertake to visit the website to seek latest information regarding process of recruitment on my own.

(Signature of applicant)