

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR**

**PUBLIC NOTICE**

Applications, on the prescribed proforma given below with complete Bio data alongwith self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category and two passport size photographs out of which one should be pasted on the right upper side of the application, are invited for twenty four (24) posts of Clerks (Adhoc basis), upto 05:00 P.M. on 15.12.2023 as per detail given below :-

Sr. No.	Name of the Post	Number of Post	Pay Scale	Minimum Qualification	Age as on 01.01.2023
1.	Clerk (Adhoc basis)	TOTAL = 24 General = 13 SC(Mazbi Sikh/Balmiki) = 3 SC (Other) = 3 BC = 2 PHC = 1 ESM(G) = 1 ESM(SC) = 1	Consolidated salary amounting to Rs. 19900/- (level - 3) as per 7th CPC, vide Punjab Government letter No. 7/42/2020-5FP1/741-746 dated 17.07.2020 and letter bearing endorsement No. 7/87/2020-5FP1/1145 dated 29.10.2020, adopted by Hon'ble high Court of Punjab and Haryana, Chandigarh vide letter No. 939 Spl EII/L.80 (a)6E dated 29.09.2022.	Degree of BA/B.Sc. or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation and having proficiency in operation of computer. Recruitment criteria would be merit in the qualifying examination and weightage shall be given to the candidates having degree or Diploma in computer from a recognized University/Board. The candidates screened on the basis of their qualifications shall have to undergo computer proficiency test and personality test/interview.	18 to 37 years for General Category and relaxation to reserved categories will be given as per Punjab Government rules.

**PROFORMA**

**APPLICATION FOR THE POST OF CLERK (ADHOC )**

1. Name (In Block Letters): \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Permanent Address: \_\_\_\_\_
4. Address of Correspondence: \_\_\_\_\_
5. Date of Birth: \_\_\_\_\_
6. Qualification: \_\_\_\_\_
7. Details of Degree or Diploma in computer \_\_\_\_\_
8. Nationality: \_\_\_\_\_

9. Experience, if any: \_\_\_\_\_  
10. Category: \_\_\_\_\_  
11. List of documents attached: \_\_\_\_\_  
12. Special aptitude, if any: \_\_\_\_\_  
13. E-mail: \_\_\_\_\_  
14. Telephone No. : \_\_\_\_\_

**Declaration by Candidate**

I hereby declare that the information given above has been filled by me and is correct to the best of my Knowledge.

(Signature of candidate)

**NOTE:**

1. Last date of submission of application is 15.12.2023 upto 5:00 P.M.
2. The incomplete application and those received after 05:00 PM on due date i.e. 15.12.2023 shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
3. Before applying the post, the candidate 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 candidate shall be removed from the service.
4. The candidates selected on screening of the applications on the basis of criteria mentioned above will be intimated regarding date, time and venue of the Computer Proficiency test and the Personality test/interview through email or SMS. They can check the same from official website <https://districts.ecourts.gov.in/gurdaspur>, also.
5. All the candidates must bring their original testimonials with them, at the time of test/interview. No TA/DA will be paid to the candidates appearing for test/interview and no separate information regarding interview/test will be given.
6. Number of Posts, may be increased or decreased due to administrative reasons. In case of cancellation/postpone of test/interview due to administrative reasons, this office shall not be responsible.
7. The post of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserved category is found eligible, as per law, whatever permissible.
8. All applicants must mention contact number and Email ID in the application form.

No. 26241/E9 dt. 28/11/2023

(Rajinder Aggarwal)  
District & Sessions Judge  
Gurdaspur