

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SANGRUR
(Telephone no.01672-234040)
PUBLIC APPOINTMENT NOTICE

Applications on prescribed proforma are invited along with self attested copies of testimonials and two recent passport size photographs duly signed by the candidate with complete bio-data up to **29th November, 2024 by 5:00 PM** for filling up the following vacant posts of Clerk on ad-hoc basis. The qualification and other criteria to fill up these posts are as under:-

Post	No. of posts	Pay Scale	Qualification	Age limit (Age as on 01.01.2024)
Clerks (On ad-hoc basis) for a period of six months or till regular appointments are made by Hon'ble High Court, whichever is earlier.	Total= 23	Consolidated monthly salary equal to minimum wages rates fixed by the Deputy Commissioner, Sangrur, subject to any further revision and as per latest instructions/clarifications received from Government of Punjab and Hon'ble Punjab and Haryana High Court, Chandigarh	1. Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognised University. 2. The candidate should have passed Punjabi language as a subject in Matriculation examination. 3. The candidate should have proficiency in operation of computers.	The candidate should be between 18 to 37 years of age as on 01.01.2024 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.
	General - 04			
	SC (M&B) - 05			
	SC (Others) - 06			
	BC/OBC of Punjab - 04			
	PHC of Punjab (Locomotor Disabilities) - 01			
	ESM(Gen.) - 02			
ESM S.C.(M&B) - 01				

(PROFORMA)

OFFICE OF DISTRICT & SESSIONS JUDGE, SANGRUR

APPLICATION FOR THE POST OF CLERK

CATEGORY _____

Recent Passport Size Photograph
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1. Name : _____
(To be filled in Capital Letters)
2. Father/Husband's name : _____
(To be filled in Capital Letters)
3. Date of Birth (Attach Proof) : _____
4. Age as on 01.01.2024 : ___ Years ___ Months ___ Days
5. Educational Qualification: _____
(Attach Proof)
6. Permanent Address : _____
7. Correspondence Address : _____

8. Nationality : _____
9. Experience, if any : _____
10. Telephone/Mobile No. : _____
11. 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 : _____
12. List of documents attached: _____

Date:
Place:

Signature of applicant

NOTE/INSTRUCTIONS

1. Posts shall be filled up on the basis of following qualifying criteria:

A:- Written Test

Sr. No.	Subject	Type of Exam	Max. Marks	Qualifying Marks
1	General Knowledge	Objective	50 Marks	33% marks in each subject but no candidate shall be considered to have qualified the test unless he/she obtains 40% marks in the aggregate of both subjects.
2	English Composition	Objective	20 Marks	
		Subjective (Essay, Letter, Precis, Translation)	30 Marks	
Total Marks			100 Marks	

It is clarified that there will be negative marking in multiple choice questions. For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit. Thereafter, out of total candidates who qualify the written test, the number of candidates as decided by the Recruitment Committee will be called for Computer Proficiency Test (CPT) i.e. to assess the proficiency of candidates in operation of computer, which is mandatory but the marks of this Computer Proficiency Test would not be counted towards the final merit as this test will be only of qualifying in nature. Computer Proficiency Test shall comprise of two parts, In Part-I, candidates will have to qualify the Spread Sheet Test which is of 10 marks and of 10 minutes duration, by securing 40 % marks or more i.e. 4 or more marks. In Part-II, candidates will have to qualify Computer Typing Test in English at the speed of 30 W.P.M. Typing Speed will be calculated by using the following formula:-

No. of words typed-Mistakes

Note: Part-II i.e. Word Processing Test will be checked only of those candidates who secured 4 or more marks in Spread Sheet Test (Part-I).

The number of candidates as decided by Recruitment Committee, who qualify both the tests i.e. Written as well as Computer Proficiency Test (CPT), will be called for checking of original testimonials/interaction.

Thereafter, Select List of the qualified candidates will be prepared strictly on the basis of merit in written examination. Name of candidate(s) higher in merit would be recommended for appointment as per the number of vacancies to be filled. In case, if two or more candidates have obtained same marks, then the candidate elder in age among the same scorers will be kept higher in merit. Still further, in case, any such even scoring candidates are having the same date of birth, then they will be placed alphabetically (A-Z) in the concerned merit list.

2. Venue and schedule of test/interview shall be notified on or after **30.11.2024** on the website of this office i.e <https://sangrur.dcourts.gov.in/notice-category/recruitments/>. No separate information/letter will be issued for the same, as such the candidates are advised to check the website of this office in routine for further information.
3. The applications received after 5:00 p.m either by post on due date i.e 29.11.2024 shall be rejected, without assigning any reason. This office shall not be responsible for any postal delay or wrong delivery, whatsoever.
4. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.
5. Number of above-said posts may increase or decrease on both sides.
6. If no suitable candidate is available for the reserved category posts, then the reserved post will be filled up from amongst General Category candidates.
7. The benefit of relaxation in age and reservation will not be extended to the applicants of reserved categories of other states (except age relaxation to Government employees as provided in Rules). These applicants are required to apply under General category.
8. In case of cancellation/postponement of test/interview for the aforesaid posts, due to administrative reasons, this office shall not be responsible.
9. Merely satisfying the eligibility criteria do not entitle any candidate to be selected. This office reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
10. Candidate belonging to reserve category will have to attach a copy of certificate issued by the authorities concerned failing which his/her application shall be treated in General Category.

11. The application form should be addressed to the office of District & Sessions Judge, Sangrur. The "application form" is also available on the website of this office.

12. All the candidates must bring valid identity proof with them at the time of written/typing test. No T.A/D.A will be given to the candidates appearing for the test/interview.

W
District & Sessions Judge,
Sangrur

Endorsement No. 11651 /EB dated 06/11/24

1. The Registrar General, Hon'ble High Court of Punjab & Haryana, Chandigarh for information.
2. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to display the Notice on the notice board of their Hon'ble Courts.
3. The Director, Employment Generation and Training Bureau, Sangrur and Malerkotla for information and with the request to send the names of eligible candidates to this office till **29.11.2024** up to **5:00 PM**.
4. All the Judicial Officers posted in this Sessions Division to get the notice displayed on the notice board of their respective Courts.
5. System Officer with the direction to upload the Public Notice alongwith the Proforma, on the official website of this Sessions Division.
6. Daftri of this office to display the notice on the Notice Board of this office.
7. The Manager, "Charhdikala Newspaper" Patiala, for publishing this notice in the newspaper on 07.11.2024 and sending the bill along with copy of advertisement to this office for payment.

W
District & Sessions Judge,
Sangrur

(PROFORMA)

OFFICE OF DISTRICT & SESSIONS JUDGE, SANGRUR

APPLICATION FOR THE POST OF CLERK

CATEGORY _____

Recent
Passport
Size
Photograph

1. Name : _____
(To be filled in Capital Letters)
2. Father/Husband's name : _____
(To be filled in Capital Letters)
3. Date of Birth (Attach Proof) : _____
4. Age as on 01.01.2024 : ___ Years ___ Months ___ Days
5. Educational Qualification: _____
(Attach Proof)
6. Permanent Address : _____
7. Correspondence Address : _____
8. Nationality : _____
9. Experience, if any : _____
10. Telephone/Mobile No. : _____
11. 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
12. List of documents attached: _____

Date:
Place:

Signature of applicant