

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KURUKSHETRA

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates to fill up the following posts:

PROCESS SERVER

Total Number of vacancies	Category	Pay Scale	Remarks
01	General	Pay Matrix of FPL-DL (Rs.16900-53500) plus other usual allowances	Purely temporary but on regular basis

PEONS

Total Number of Vacancies	Category						Pay Scale	Remarks
11	PwBD (Low Vision)	General	BC-B	ESM (General)	ESM (BC-A)	ESM (SC)	Pay Matrix of FPL-DL (Rs.16900-53500) plus other usual allowances	Purely temporary but on regular basis
	01 (backlog)	05	01	02 (01-backlog)	01	01		

SWEEPERS

Total Number of Vacancies	Category	Pay Scale	Remarks
03	General	Pay Matrix of FPL-DL (Rs.16900-53500) plus other usual allowances	Purely temporary but on regular basis

The number of vacancies may increase or decrease due to creation/withdrawal of Courts or otherwise.

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/U.T. will be considered as a candidate of 'General' Category. Reservation Policy of the Haryana Government as enforced at the time of selection would be considered and applicable, provided that in case of non-availability of suitable candidate of reserved category for the posts of Process Server, Peons and Sweepers, the reserved posts shall be filled up from the suitable candidate(s) of 'General' category. The recruitment 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 relevant instructions.

ESSENTIAL QUALIFICATION**FOR THE POST OF PROCESS SERVER**

Matriculate with knowledge of Hindi or Punjabi
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FOR POST OF PEON

Candidates who have passed Middle standard examination and possess knowledge of Hindi or Punjabi
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FOR POST OF SWEEPER

Candidate should have desired experience of the duties required to be performed by him/her. He/she should, however, be able to sign in Hindi or Gurmukhi language as the case may be
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AGE LIMIT

Age limit for the above-said posts (category-wise) as on 01.01.2024 shall be as under:

Sr. No.	Category	Minimum Age Limit	Maximum Age Limit	Remarks
1	General	18	42	-
2	SC/ST of Haryana	18	47	-
3	BC of Haryana	18	47	-
4	Ex-Serviceman of Haryana	18		To the extent of his military service added by three years provided- (a) He has rendered continuous military service for a period of not less than six months before his release; and (b) He was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency
5	PwBD (Low vision) of Haryana	18		Upper age is relaxable by 10 years from their original category subject to maximum age of 55 years
6	In Service Employees	18	45	In case of person already in employment of Punjab/Haryana Govt., other State Govt. or the Govt. of India, High Court and other Subordinate Courts and U.T. Chandigarh

1-1-24
21-1-24

7	Unmarried women, Wives of military personnel who are disabled while in military service, widowed or legally divorced women provided she has not remarried and judicially separated women residing separately for more than two years from the date as prescribed above	18	47	-
8	Persons who have already worked or presently working on adhoc/contract/work-charged/daily wages basis in any Department/Board/Corporation of Haryana Government	18	Equal to the period of experience on adhoc/contract/work-charged/daily wages basis excluding the period of break, if any, subject to attaining the maximum age of 55 years	

LAST DATE

Last date for receipt of applications shall be **07.01.2025 upto 04:00 P.M.**

DATE AND PLACE OF INTERVIEW

Applicants who fulfill above-said qualifications for above-said posts will have to appear for interview in Judicial Complex, Kurukshetra in sequence of alphabets of their names mentioned against the date and time given below:

FOR THE POSTS OF PEONS

Date	Day	Reporting Time	Name of the candidates as per first English alphabet
19.01.2025	Sunday	10:00 A.M.	'A' to 'G'
20.01.2025	Monday	10:00 A.M.	'H' to 'N'
21.01.2025	Tuesday	10:00 A.M.	'O' to 'R'
22.01.2025	Wednesday	10:00 A.M.	'S' and 'T'
23.01.2025	Thursday	10:00 A.M.	'U' to 'Z'

21.12.2024

FOR THE POSTS OF SWEEPERS

Date	Day	Reporting Time	Name of the candidates as per first English alphabet
24.01.2025	Friday	10:00 A.M.	'A' to 'M'
25.01.2025	Saturday	10:00 A.M.	'N' to 'Z'

FOR THE POST OF PROCESS SERVER

Date	Day	Reporting Time	Name of the candidates as per first English alphabet
27.01.2025	Monday	10:00 A.M.	'A' to 'G'
28.01.2025	Tuesday	10:00 A.M.	'H' to 'R'
29.01.2025	Wednesday	10:00 A.M.	'S' to 'Z'

INSTRUCTIONS

- i) Application form can be downloaded from the website of District Courts, Kurukshetra i.e. <https://kurukshetra.dcourts.gov/in/notice-category/recruitments/>. Candidates are advised to visit the website regularly, for further updates related to process of recruitment.
- ii) One latest passport size colored photograph duly attested from a Gazetted Officer must be affixed on the application form in the given space and self-attested photocopies of testimonials/caste certificates must be attached with application form.
- iii) Candidate(s) shall submit separate application for each post.
- iv) Any candidate belonging to General or reserved category can submit only one application for a particular category. In case, a candidate submits more than one application, then latest application will be considered.
- v) Persons with Benchmark Disabilities (PwBD) who have minimum 40% disability, shall be considered as a PwBD candidate for this engagement process and they shall submit certificate in this regard issued by the competent authority with their application.
- vi) The certificate for the claim of reservation must be issued by competent authority.
- vii) A candidate seeking appointment on the basis of backward class reservation must ensure that he/she possesses the caste certificate and does not fall in 'Creamy Layer'. Application should be accompanied by requisite certificate and an affidavit to the effect that candidate does not fall in 'Creamy Layer'.

- viii) Candidate(s) working in Government/Semi Govt. Departments or any PSU/Corporation/Board are required to apply through proper channel
- ix) If on verification at any time either before or after the interview, it is found that the candidate does not fulfill any of the eligibility condition, his/her candidature will be cancelled without any notice.
- x) Candidate(s) are required to bring their original testimonials including caste certificates and identity proof etc. at the time of interview.
- xi) If all the candidates in the above stated sequence are not interviewed on the date fixed due to large number of candidates or otherwise, the interview of remaining candidates will be conducted on such day as fixed by the Selection Committee.
- xii) List of eligible candidates showing the Roll Numbers will be uploaded on the website of District Courts, Kurukshetra well before the commencement of the interview, however, no separate call letters for interview will be sent/issued to the eligible candidates.
- xiii) Application(s) complete in all respect, should reach in the office of 'District and Sessions Judge, Kurukshetra', either by registered post or by hand well before the closing date i.e. **07.01.2025 by 4:00 P.M.** Applications received through e-mail would not be entertained/accepted in any manner.
- xiv) Application(s) received after due date and time (***including delay on the part of postal authorities***) or **without requisite documents** shall not be **entertained in any manner** and will be liable to be rejected out-rightly without assigning any reason and **no correspondence in this regard will be entertained.**
- xv) No TA/DA shall be admissible to any candidate appearing for interview.
- xvi) 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.

Dated: 21.12.2024


District and Sessions Judge,
Kurukshetra

APPLICATION FORM FOR THE POST OF _____

To

The District & Sessions Judge
Kurukshehra

Affix Latest passport
size colour
photograph of the
candidate attested
by
a Gazetted Officer

Subject: Application for the post of _____

Name of Candidate	:				
Father's /Husband's Name	:				
Date of Birth	:				
Age as on 01.01.2024	:				
Sex(Male/Female)	:				
Nationality	:				
Complete Permanent Address with Pin Code and State	:				
Complete Correspondence Address with Pin Code and State	:				
Category (caste)	:				
Ex-Servicemen (Yes/No) If yes, then date of retirement	:				
If applying under Persons with Benchmark Disability (PwBD) Category (Type and Percentage of Disability)	:				
Academic Qualification					
Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
8 th /Middle					
10th/Matric					
Graduation					
Other qualifications, if any					
Experience (if any)	:				
Contact/Mobile Number	:				
E-mail I.D. (if any)	:				

Note:-Attach self-attested photocopies of all relevant documents

I, _____ son/daughter/wife of Shri _____, hereby declare that the information given above and in the attached documents is true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

(Signature of Candidate)