

PUBLIC NOTICE

Applications are invited on the enclosed prescribed proforma alongwith testimonials and two recent passport size attested photographs with complete bio-data up till **09.10.2015 (FRIDAY) by 04:00 pm** for filling up the following vacant posts of Clerk on adhoc basis, for a period of six months or till regular appointments are made or till the existence of post, whichever is earlier, on consolidated salary. The qualification, pay and other criteria to fill up these posts is as under:-

Post	No. of posts	Pay	Qualification
Clerk	21 Total (10 Gen) (5 SC) (2 BC/OBC) (1 PH) (2 ESM) (1 SC ESM)	Fixed monthly emoluments of Rs.10300/- in the pay scale of Rs.10300-34800+3200 G.P as per Punjab Govt. letter No.7/204/2012-4FPPI/66 dated 15.01.2015 or as admissible from time to time.	The candidate should possess a degree of Bachelor 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 Computers (Word Processing and Spread Sheet)

NOTE:

- 1- The age of candidate(s) as on 01.01.2015 should be 18 to 37 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.
- 2- At the first instance efforts will be made to fill up maximum number of posts by absorbing the eligible retrenched/surplus employee of Judicial Department and the remaining posts will be filled up on the basis of following qualifying criteria. Incomplete application forms and the application forms received after due date i.e **09.10.2015 by 04:00 pm** shall be rejected summarily without any notice.

MODE OF SELECTION

- 3- The candidate shall have to take a written examination in the following subjects.

Subject	Maximum Marks	Qualifying Marks
English Composition	40 Marks	33%
General Knowledge	40 Marks	33%

No candidate shall be considered for appointment unless he/she obtains 50% marks in aggregate in the written examination.

Thereafter, out of total candidates who qualify the written examination, the number of candidates as decided by this office may be called for **COMPUTER PROFICIENCY TEST** i.e to assess the proficiency of candidates in operation of computer (word processing and spreadsheet), which is mandatory but the marks of this test would not be counted towards the final merit as this test is only of qualifying in nature. Computer Proficiency test shall comprise two parts. In Part-I Word Processing Test, the candidate will be required to type 300 words in English on computers at the speed of 30 WPM to qualify. In Part-II, candidate must have to obtain minimum 40% marks in Spread Sheet Test to qualify the same.

The number of candidates as decided by this office, who qualify the **Written Examination as well as Computer Proficiency Test** will be called for **INTERVIEW. The INTERVIEW will carry 20 Marks.**

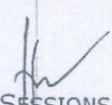
The Select List of the qualified candidates will be prepared strictly on the basis of merit in written examination as well as in Interview. Name of eligible candidate(s) higher in merit would be recommended for appointment as per the number of vacancies to be filled.

The venue, date and time of Written Examination, Computer Proficiency Test and Interview will be informed separately on our website <http://ecourts.gov.in/patiala/history> under the heading "**RECRUITMENT**" and

no separate letter will be issued in this regard. The candidates are advised to visit abovementioned website regularly"

However, it shall be the responsibility of the candidates to keep them updated about the same. This office shall not be responsible in any manner in case, candidate could not appear in the exam/ any other stage due to non visiting of website, where important information regarding different stage in uploading.

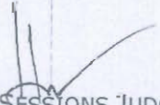
- 4- The information provided by the candidates in the application form will be verified with his/her original testimonials and in case any of the information is found incorrect at any stage, his/her candidature, shall be cancelled.
- 5- The posts of reserved categories will be offered to the candidates of the general category, if no suitable candidates from the reserved categories are found eligible.
- 6- Number of above-said posts may be increased or decreased due to administrative exigencies.
- 7- In case of cancellation/postponement of test for the aforesaid posts, due to administrative reasons, this office shall not be responsible.
- 8- Merely satisfying the eligibility criteria do not entitle a candidate to be selected. This office reserve 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 the candidate having experience, he/she should have to attach attested copy of the experience certificate from the concerned department.
- 10- No separate T.A/D.A will be given to the candidates appearing for Computer Proficiency Test.
- 11- The result will be displayed on website <http://ecourts.gov.in/patiala/history> under the heading "**RECRUITMENT.**


DISTRICT & SESSIONS JUDGE
PATIALA

Endst.No. 7459/EB

Dated 23-09-2015

- 1- All the District and Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications alongwith service record of retrenched/surplus officials, if any to this office on or before the date mentioned above for the post of clerks.
- 2- The District Employment Officer, Employment Exchange, Patiala, Nabha, Rajpura and Samana, for sending the list of eligible candidates by date mentioned above alongwith details/proof regarding their professional and educational qualification for taking into consideration the same on merit basis. If proof regarding experience and educational qualification in respect of any candidate sponsored by you is not enclosed, then his/her candidature will not be considered.
- 3- Daftri of this office with the directions to display this notice on the notice board of this Court as well as notice boards of all the Courts at Patiala.
- 4- The Addl. Civil Judges, (Sr.Divn.), Rajpura, Samana, Nabha, to display the notice on the notice board of their respective Courts.
- 5- The Manager, **ROZANA CHARDIKALAN** Patiala with the request to publish the above mentioned Public Notice in the newspaper and send the copy of newspaper alongwith bill to this office at the earliest.


DISTRICT & SESSIONS JUDGE
PATIALA

**APPLICATION FOR THE POST OF CLERK (ADHOC BASIS) IN THE OFFICE OF
DISTRICT & SESSIONS JUDGE, PATIALA.**



To
The District & Sessions Judge,
Patiala.

- 1- Name (in Block Letters) _____
- 2- Fathers/Husbands Name: _____
- 3- Age as on 01.09.2015 ___ Years ___ Months ___ Days
- 4- Date of Birth _____
- 5- Communication Address: _____

- 6- Permanent Address: _____

- 7- Contact No. _____
- 8- E-MAIL Address _____
- 9- Category (attach proof) _____
- 8- Educational Qualification (Matric onwards)

Name of Examination	Board/University	Year of Passing	Marks secured/Total Marks	% age of marks
10 th /Matriculation				
Graduation				
Post Graduation				
Other				

Note:- GRADES SHOULD BE CONVERTED INTO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/UNIVERSITY.

- 10- Experience, if any (in detail) _____

Declaration:-

I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing has been concealed therein and in the case found false, my candidate will be liable to be rejected.

Signature of the Applicant.