

OFFICE OF THE DISTRICT & SESSIONS JUDGE, AMRITSAR.

PUBLIC NOTICE

Applications are invited for the filling up below mentioned Posts of Class-IV employees i.e. Peon and Process Server from the eligible candidates on the prescribed proforma i.e. **Annexure-A and Annexure-B respectively** (attached at the end of this employment notice) alongwith self attested photocopies of relevant testimonials i.e. proof of qualification, date of birth, category and two recent identical passport size photographs (one to be pasted on the application form), **upto 05.00 PM of 11.02.2025**. The qualification and other criteria to fill up the said posts are as under:-

| Sr. No | Name of the post. | Number of posts. | Pay | Minimum Qualification |
|--------|--|---|---|---|
| 1 | Class-IV (Peon) | Total Posts: 24 Gen-5 Gen (Women)-4 Gen (EWS)-1 Gen (EWS-Women)-1 SC-Mazbhi Sikh/ Balmiki (Women) -1 SC-other (Women)-1 BC/OBC-2 BC/OBC (Women)-1 Handicapped (OH)-1 ESM (Gen) - 2 ESM (Women)-1 ESM(BC/OBC)-1 Sportsmen-1 Sportsmen (Women)-1 Sportsmen (SC)- 1 | Pay matrix Level-I with basic pay of Rs.18000/- admissible as per 7 th Central Pay Commission, subject to any further revision and other instructions issued by the Govt. of Punjab and / or the Hon'ble High Court from time to time. | Should have knowledge of Punjabi Language upto middle standard. |
| 2 | Class-IV (Peon) Remarks:- Appointment letters of the selected candidates against 25 posts of Peon (which are to be created for newly recruited Judicial Officers who will join in the month of March/April, 2025) would be issued on joining of the newly recruited Judicial Officers. | Total Posts: 25 Gen-7 Gen (Women)-3 Gen (EWS)- 2 Gen (EWS-Women)-1 SC(Mazbhi Sikh/ Balmiki)-2 SC (Mazbhi Sikh/ Balmiki -Women)-1 SC-others-1 SC (Others- Women)-1 BC/OBC-1 BC/OBC (Women)-1 Handicapped (OH-women)-1 ESM (Gen)-1 ESM (Women)-1 ESM (BC/OBC)-1 Sportsmen (SC)-1 | Pay matrix Level-I with basic pay of Rs.18000/- admissible as per 7 th Central Pay Commission, subject to any further revision and other instructions issued by the Govt. of Punjab and / or the Hon'ble High Court from time to time. | Should have knowledge of Punjabi Language upto middle standard. |
| 3 | Process Server | Total Posts-11 Gen-4 Gen (Women)-2 Gen (EWS)-2 ESM (Gen)-1 ESM (Women)-2 | Pay matrix Level-I with basic pay of Rs.18000/- admissible as per 7 th Central Pay Commission, subject to any further revision and other instructions issued by the Govt. of Punjab and / or the Hon'ble High Court from time to time. | The candidate should be matriculate with knowledge of Punjabi language. |

The age of the candidate should be between 18 to 35 years for General Category as on 01.01.2025. Relaxation of age shall be given to the candidates belonging to the reserved categories as per relevant rules and relaxation of the Hon'ble High Court of Punjab and Haryana, Chandigarh as well as Government of Punjab.

Date, Time and Venue of the Interview:-

| Particular | Schedule | | Timing of Interview | Venue of Interview |
|--|---------------|------------|---------------------|-----------------------------------|
| Date of Interview for the Post of Peon: | A to G | 20.02.2025 | 10.00 A.M. | Judicial Courts Complex, Amritsar |
| | H to M | 21.02.2025 | | |
| | N to R | 24.02.2025 | | |
| | S to Z | 25.02.2025 | | |
| Date of Interview for the Post of Process Server | A to G | 20.02.2025 | 10.00 A.M. | Judicial Courts Complex, Amritsar |
| | H to M | 21.02.2025 | | |
| | N to R | 24.02.2025 | | |
| | S to Z | 25.02.2025 | | |

NOTE :-

1. Applications giving full details alongwith two recent identical passport size photograph and self attested copies of relevant testimonials i.e proof of Qualification, Date of Birth, category to which he/she belongs to, etc., must be attached with the application, for the abovesaid post, should reach **to the office of District and Sessions Judge, Amritsar, District Court Complex, Ajnala Road, Amritsar**, before 5:00 P.M on **11.02.2025**. No application will be entertained thereafter. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
2. Before applying to the abovesaid posts, the candidates 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 candidates shall be immediately removed from the service.
3. The appointment shall be made as per rules. The reservation of vacancies is as per the policy of Hon'ble High Court as well as of Punjab Government. If no suitable candidate from the reserved category is found available, then the appointment will be made from general category.
4. The interview/skill assessment will be notified on the official website of this Sessions Division <https://amritsar.dcourts.gov.in/notice-category/recruitments/>. Candidates are advised to check the official website regularly for further updates.
5. All the candidates must get their original testimonials with them at the time of interview. No T.A/D.A will be paid to the candidates appearing for interview, and no separate information regarding interview will be given.
6. Number of above said posts may increase or decrease.
7. In case of cancellation/postponement of interview for the aforesaid posts, due to administrative reasons, this office will not be responsible.
8. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.

-sd/-
District & Sessions Judge
Amritsar.

OFFICE OF DISTRICT & SESSIONS JUDGE, AMRITSAR

APPLICATION FOR THE POST OF PEON

Paste
Recent Passport Size
Photograph

To,
District and Sessions Judge,
District Court Complex, Ajnala Road,
Amritsar.

| | | | |
|----|--|---|--|
| 1 | Name (in Block Letters) | : | |
| 2 | Father's Name | : | |
| 3 | Date of Birth (attach proof) | : | |
| 4 | Category (attach proof) Specifically mention the Category as per the vacancy | : | |
| 5 | Nationality | : | |
| 6 | Permanent Address (attach proof) | : | |
| 7 | Correspondence Address | : | |
| 8 | Educational qualification | : | |
| 9 | Contact No. | : | |
| 10 | Experience, if any | : | |

Declaration:

I have read the terms and conditions of the advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature is liable to be rejected. I further certify that the attested copies of the certificates/documents attached with the application are correct and true copies.

Place_____

Date_____

(Signature of Applicant)

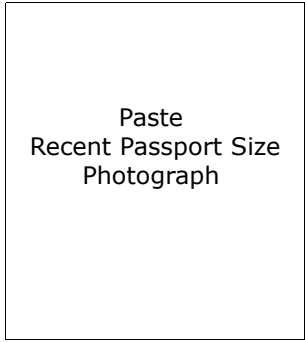
List of Documents to be attached:

- 1 Proof of Date of Birth
- 2 Photocopy of self attested Educational Qualification.
- 3 Photocopy of self attested Caste Certificate/Category Certificate or any other certificate for which he/she is seeking age relaxation.
- 4 Two identical photographs (Paste one Recent Passport Size Photograph and attach another with the Application form).

OFFICE OF DISTRICT & SESSIONS JUDGE, AMRITSAR

APPLICATION FOR THE POST OF PROCESS SERVER

To,
District and Sessions Judge,
District Court Complex, Ajnala Road,
Amritsar.



| | | | |
|----|--|---|--|
| 1 | Name (in Block Letters) | : | |
| 2 | Father's Name | : | |
| 3 | Date of Birth (attach proof) | : | |
| 4 | Category (attach proof) Specifically mention the Category as per the vacancy | : | |
| 5 | Nationality | : | |
| 6 | Permanent Address (attach proof) | : | |
| 7 | Correspondence Address | : | |
| 8 | Educational Qualification | : | |
| 9 | Contact No. | : | |
| 10 | Experience, if any | : | |

Declaration:

I have read the terms and conditions of the advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature is liable to be rejected. I further certify that the self-attested copies of the certificates/documents attached with the application are correct and true copies.

Place_____

Date_____

(Signature of Applicant)

List of Documents to be attached:

- 1 Proof of Date of Birth
- 2 Photocopy of self attested Educational Qualification.
- 3 Photocopy of self attested Caste Certificate/Category Certificate or any other certificate for which he/she is seeking age relaxation.
- 4 Two identical photographs (Paste one Recent Passport Size Photograph and attach another with the Application form).