

OFFICE OF THE DISTRICT AND SESSIONS JUDGE REWARI
ADVERTISEMENT NOTICE

Applications are invited for filling up 43 (forty three) posts of Clerks in Rewari Sessions Division, purely on ADHOC basis for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier on consolidated pay of Rs.25,500/- (minimum pay scale of Clerks). The number of posts may increase or decrease due to creation or withdrawal of courts or otherwise.

As per Haryana Government policy the reservation for the aforesaid 43 posts of Clerks (on adhoc basis) is as under :-

Total number of posts	Gen	Category wise Break Up									
		SC of Haryana		BC of Haryana		EWS	PwBD of Haryana	ESM of Haryana			
		DSC	OSC	A	B			Gen	SC	BC	
						A	B				
43	6	6	5	7	3	5	3	4	1	1	2

QUALIFICATION:- The candidate should possess a degree of Bachelor of Arts or Science or equivalent thereto from a recognized university. He/she should have passed Matriculation Examination with Hindi as one of the subject.

MODE OF SELECTION:-

Candidates shall have to take a written examination in the following subject:-

Sr. No.	Subject	Maximum Marks	Qualifying Marks
1	English Composition	50	33%
2	General Knowledge	50	33%

No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers (Word and Spread Sheet). The candidates have to qualify Computer Typing Test at the speed of 30 w.p.m.

AGE LIMIT:- No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 05.03.2025, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana and/or Government of Haryana. In the case of candidates belonging to Scheduled Caste and Backward Class-A and B of Haryana State and persons already in Government employment, the upper age limit shall be such as may be fixed by the Government of Haryana from time to time.

LAST DATE:- Last date for receipt of applications shall be 05.03.2025 upto 05:00 PM. Applications received thereafter shall not be entertained under any circumstances. Delay on the part of postal authorities shall not be a ground for entertaining applications received after due date. Applications received through email shall not be entertained.

DATE AND PLACE OF TEST:- The information qua date and place of examination/test shall be uploaded on the official website of District Court, Rewari i.e. <https://rewari.dcourts.gov.in/notice-category/recruitments/> in due course.

However, no separate letter/information in this regard shall be issued to the candidates. It shall be the responsibility of the candidates to keep themselves updated about the same by regularly visiting the official website of this office after last date of submission of applications i.e. 05.03.2025. The candidates are required to bring their proof of identity at the time of written test/interview, failing which, he/she will not be allowed for test.

- 1 The application form can be downloaded from <https://rewari.dcourts.gov.in/notice-category/recruitments/> the official website of this office. The candidates fill up their full particulars i.e. name, father's/husband's name, date of birth, sex, education qualifications, category, permanent address, correspondence address, contact mobile number(s), email ID, on the application form. The candidate should affix self attested latest passport size photograph and also attached their self attested testimonials. The application should be addressed to the "**The District and Sessions Judge, Rewari**".
- 2 Persons with disabilities (PWD), while applying for the reserved posts of Clerk (Adhoc) shall mention their category in their application form. The candidates of reserved category (BC-A, BC-B, and SC, as the case may be) shall also annex self attested copy of their caste certificate alongwith their application forms.
- 3 The incomplete applications shall be straightway rejected without any information to the candidate. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after closing date. If on verification, at any time, it is found that an applicant does not fulfil any of the eligibility criteria, his/her candidature shall stand cancelled without any notice.
- 4 After selection of candidates on the basis of written test and upon passing of computer proficiency test and computer typing test original testimonials shall be checked.
- 5 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.
- 6 No advance copy of application shall be entertained.
- 7 No TA/DA is admissible to any candidate appearing in the written/computer proficiency test for the aforesaid posts.



Dated : 18.02.2025

District & Sessions Judge,
Rewari.

**APPLICATION FORM FOR THE POST OF CLERK (ON ADHOC BASIS) IN SESSIONS DIVISION
REWARI**

To

The District & Sessions Judge
Rewari.

Affix duly attested
latest passport size
colored photograph
of the candidate.

Subject:- Application for the post of Clerk (on adhoc basis).

Name of Candidate	:	_____			
Father's / Husband's Name	:	_____			
Date of Birth	:	_____			
Age as on 01.02.2025	:	_____			
Sex(Male/Female)	:	_____			
Nationality	:	_____			
Permanent Address	:	_____ _____			
Correspondence Address	:	_____ _____			
Category	:	_____			
Academic Qualification	:	_____			
Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
10th/Matric					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					
Experience (if any)	:	_____			
Contact/Mobile Number	:	_____			
E-mail I.D. (if any)	:	_____			

Note:-Attach self-attested photocopy 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)