

**OFFICE OF THE DISTRICT & SESSIONS JUDGE: BATHINDA.**

**PUBLIC NOTICE**

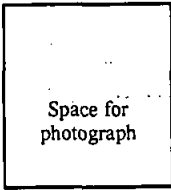
Applications on the prescribed proforma are invited alongwith attested copies of testimonials and two recent passport size photographs with complete bio-data, for filling up the following 16 vacant posts of Clerks on adhoc basis for a period of 6 six months or till the regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh, till 20.04.2024 before 05.00 p.m. The qualification, pay and other criteria to fill up these posts is as under:-

**For the posts of Clerks:**

Sr. No.	Name of the Post	Total number of posts	No. of posts	
1	Clerk (on adhoc basis) for a period of 6 six months or till the regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh.	16	General	5
			S.C. of Punjab (Mazbi Sikhs/Balmiks)	3
			Other S.C. of Punjab	2
			BC/OBC of Punjab	3
			Ex. Servicemen of Punjab (General)	1
			Ex. Servicemen of Punjab (SC)	1
			Ex. Servicemen of Punjab (BC/OBC)	1
			<b>Total no of posts</b>	<b>16</b>
Pay Scale		Qualification	Age	
Consolidated monthly salary equal to minimum wages rates fixed by the Deputy Commissioner, Bathinda, subject to any further revision and as per latest instructions/clarifications received from Governement of Punjab and Hon'ble Punjab and Haryana High Court, Chandigarh.		The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognised University. He/She should have passed matriculation examination with Punjabi as one of the subject and must have proficiency in operation of Computers.	The candidate should be between 18 to 37 years for General Category as on 01.01.2024. 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.	

**PROFORMA**

**APPLICATION FOR THE POST OF CLERK**



**CATEGORY** \_\_\_\_\_

1. NAME : \_\_\_\_\_
2. FATHER'S/HUSBAND NAME : \_\_\_\_\_
3. DATE OF BIRTH : \_\_\_\_\_
4. AGE AS ON 01.01.2024 : \_\_\_\_\_
5. QUALIFICATION : \_\_\_\_\_
6. PERMANENT ADDRESS : \_\_\_\_\_
7. CORRESPONDENCE ADDRESS: \_\_\_\_\_
8. NATIONALITY : \_\_\_\_\_
9. CONTACT NO./E-MAIL ID : \_\_\_\_\_
10. EXPERIENCE, IF ANY : \_\_\_\_\_
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. SPECIAL APTITUDE, IF ANY : \_\_\_\_\_
13. LIST OF DOCUMENTS ATTACHED : \_\_\_\_\_

**UNDERTAKING**

I have read all the terms and conditions published on the official website of Bathinda, Sessions Division. I further under take to visit the website to seek latest information regarding process of recruitment of my own.

**(Signature of applicant)**

**NOTE:-**

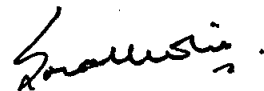
1. The dates for written test (English Composition and General Knowledge) and Computer Proficiency Test will be uploaded on the official website of this Sessions Division. Applicants are advised to visit the official website <https://districts.ecourts.gov.in/bathinda> of this Sessions Division regularly for updates. 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 stages of recruitment process will be uploaded. No separate intimation will be sent.
2. The candidate shall have to take written examination (objective type) in the following subjects:-

Sr. No.	Duration	Subject	Maximum Marks	Qualifying Marks
1	2 hours	General Knowledge	50	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	50	
Total Marks			100	

It is clarified that there will be negative marking in multiple choice questions. For every wrong answer, 1/4<sup>th</sup> 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, ten times of advertised posts shall 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% 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.

3. All the candidates must bring the original testimonials along with valid identity proof with them, at the time of written/typing test. No TA/DA will be paid to the candidates for this purpose.
4. The incomplete applications and those received after 05.00 pm of due date i.e. 20.04.2024 shall not be entertained and shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery whatsoever.
5. Before applying for the post, candidate 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 appointed erroneously such candidate shall be removed from service.
6. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
7. Preference will be given to the retrenched employees of Sessions Division of State of Punjab.
8. The reservation of vacancies is as per the policy of Hon'ble High Court as well as of Punjab Government. Further, If no candidate of reserved category is available then appointment will be made from General Category as per explanation to Rule 7 (iii) of Chapter-18, Part-A, Volume-1 of Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997.
9. 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.

10. The candidate will be solely responsible to appear in the Written test/Computer proficiency test. It is clarified that permission to appear in the Written/Computer proficiency test is only provisional and all the other required criteria for the post of Clerk would be considered separately lateron by scrutinizing the applications. Also the objections/discrepancies, if any, in such applications would be considered lateron and the candidates would be considered for the post only, if their candidature/application is found in order.
11. All candidates must mention their contact numbers and email ids in their application forms.
12. The Pay/Salary with regard to the post of Clerk on adhoc basis, shall be admissible as per latest instructions issued by the Hon'ble High Court of Punjab and Haryana, Chandigarh or by the Government of Punjab.
13. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
14. No request for any sort to make up deficiency in the application form would be entertained after the due date nor this office shall entertain any call or conversation regarding receipt of application forms as well as their tracking.
15. Number of above said posts, may be increased or decreased due to administrative exigency or otherwise. In case of Cancellation/Postponement of written/Computer Proficiency test due to administrative reasons, this office shall not be responsible and same will be notified on official website of this office i.e. <https://districts.ecourts.gov.in/bathinda>.



(Sumeet Malhotra)  
District & Sessions Judge,  
Bathinda

Endst. No. 1218 /

Dated: 5/04/2024

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab (through E-mail) with the request to obtain and send applications of retrenched/surplus employees, if any, alongwith service record and ACR files to this office on or before 20.04.2024 before 05.00 p.m. and to get the same displayed on the notice board of their respective Courts.
2. All the Judicial Officers in this Sessions Division for getting the same displayed on the notice board of their respective courts.
3. The Employment Generation & Training Officer, Employment Exchange, Bathinda, for sending the lists of eligible candidates for the above said posts on or before 20.04.2024 before 05.00 p.m.
4. Daftri of this Office with the direction to display the public notice on the Notice Board of this office.
5. DSA/ System Officer of this office to upload the same on the official website of this office.



District & Sessions Judge,  
Bathinda