

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM
EMPLOYMENT ADVERTISEMENT**

1. Applications are invited to fill up 09 Posts of Process Servers [General 05, General (ESM)-01, SC-01, BCA-01 & BCB-01] on temporary basis in the Pay Scale of Rs.4440-7440+G.P 1650/- (pre-revised) & Rs.16900-53500 (revised) plus other usual allowances as admissible to Haryana Government Employees, from time to time.

2. Applications are invited to fill up 14 Posts of Peon [General 08, General (ESM)-01, SC-2 & BCA-02 & BCB-01] on temporary basis in the Pay Scale of Rs.4440-7440+G.P 1300/- (pre-revised) & Rs.16900-53500 (revised) plus other usual allowances as admissible to Haryana Government Employees, from time to time.

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

3. **QUALIFICATION FOR PROCESS SERVER**

(a) Candidate must have passed Matriculate (10th) with knowledge of Hindi or Punjabi.

4. **QUALIFICATION FOR PEON**

(a) Candidate must have passed Middle Standard Examination and should possess knowledge of Hindi/Punjabi.

5. Priority will be given to the retrenched/surplus staff of various Sessions Divisions.

6. **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 1st January, 2017. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by the Haryana Government from time to time.

7. Candidates working in the Government Department, Semi Government, any Corporation or any Board are required to apply through proper channel.

8. **LAST DATE:** The last date for Receipt of the applications for the post of Process Server and Peon shall be **07.10.2017 by 05.00 PM.**

(a) No application received thereafter shall be entertained in any case. Delay on the part of postal authorities or otherwise shall not be a ground for entertaining the applications received after due date. 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 last dates.

(b) The applications, on plain paper with recent photograph of candidate affixed thereon containing full particulars i.e name, father's/husbands

name, date of birth, sex, educational qualification, category, permanent address, present postal address, mobile number, experience, if any, alongwith attested copies of the relevant certificates besides two self addressed properly stamped envelopes should reach this office either by post or by hand well before the closing dates.

9. DATE & TIMING OF INTERVIEW FOR THE PROCESS SERVER :

Candidates are directed to appear for interview in the sequence of alphabets of their names mentioned against the date given below in the Judicial Court Complex, near Rajiv Chowk, Gurugram at 2.00 P.M as per the following schedule:

23.10.2017	A,B,C,D,E,F
24.10.2017	G,H,I, J,K,L,
25.10.2017	M,N,O,P,Q
26.10.2017	R,T,U,V
27.10.2017	S,W,X,Y,Z
30.10.2017	Candidates sponsored by <u>Employment Exchanges/Zila Sanik Board</u>

10. DATE & TIMING OF INTERVIEW FOR THE POST OF PEON :

Candidates are directed to appear for interview in the sequence of alphabets of their names mentioned against the date given below in the Judicial Court Complex, near Rajiv Chowk, Gurugram at 2.00 P.M as per the following schedule:


01.11.2017	A,B,C,D,E,F
02.11.2017	G,H,I, J,K,L,
03.11.2017	M,N,O,P,Q
06.11.2017	R,T,U,V
07.11.2017	S,W,X,Y,Z
08.11.2017	Candidates sponsored by <u>Employment Exchanges/Zila Sanik Board</u>

- (a) **The candidates shall bring their I.D. proof alongwith original certificate with respect to their academic qualification at the time of interview.**

11. No separate letter for interview/test shall be issued.

No TA/DA is admissible to any candidate appearing in the Interview/written/oral test for the posts mentioned above.

Date: 18.09.2017


(Harnam Singh Thakur)
District and Sessions Judge,
Gurugram.