

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KARNAL.

NOTICE INVITING APPLICATIONS FOR THE POSTS OF PROCESS SERVER AND PEON.

Applications are invited from the eligible candidates to fill up the following posts of Process Servers and Peons purely on temporary but on regular basis by way of direct recruitment:-

Sr. No	Name of Posts	Number of vacancies					Pay Scale	Remarks	
1	Process Server	11 Posts					Pay Matrix FPL-DL (Rs.16,900 -53,500/- plus other allowances)	Purely temporary but on regular basis.	
		General	Persons with disabilities (blindness and low vision)	Scheduled Caste	Backward Class-A	Backward Class-B			Ex-Servicemen (General)
		05	01	02	01	01			01

Sr. No	Name of the Posts	Number of vacancies						Pay Scale	Remarks	
2	Peon	32 Posts						Pay Matrix FPL-DL (Rs.16,900 -53,500/- plus other allowances)	Purely temporary but on regular basis.	
		General	Persons with disabilities (a) blindness and low vision. (b) deaf and hard of hearing	Scheduled Caste	Backward Class-A	Backward Class-B	Ex-Servicemen of different categories.			Outstanding Sports Persons
		14	02	05	04	02	General- 01 BC-A - 01 BC-B - 01			BC(A)- 01 SC - 01

The Number of vacancies may increase or decrease due to creation or withdrawal of Courts, retirements, promotions, adjustment of surplus staff or otherwise, during the selection process. No intimation in this regard will be issued separately.

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/UT will be considered as candidates of General category. Reservation policy as enforced at the time of selection would be considered and applicable.

The recruitment shall be made strictly in accordance with Rule 7 of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 and relevant instructions.

1. Essential Qualification:

Process Servers	Matriculate with knowledge of Hindi or Punjabi
Peons	Candidates who have passed Middle standard examination and possess knowledge of Hindi/Punjabi.

2. 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 01.01.2023. However, age relaxation for reserved posts shall be applicable as per reservation policies framed by Government of Haryana from time to time.

3. Date and Place of Interview:

The date and schedule of interview would be uploaded on the official website of this office i.e. <https://karnal.dcourts.gov.in/notice-category/recruitments/> in due course. Candidates are advised to visit the website regularly with effect from 31.10.2023. No separate call letters/intimation for interview will be sent to the candidates.

4. **Separate applications for each post** on plain paper mentioning name of post applied for affixing recent passport size photograph mentioning complete particulars i.e. Name, Father's/Husband's name, Date of birth, Gender, Educational Qualification, Experience, Permanent Address, Present postal address, Nationality, Contact Number/e-mail ID alongwith attested copies of relevant certificates/documents and one self addressed envelope with proper postal stamp should reach in the office of District and Sessions Judge, Judicial Courts Complex, Sector-12, Karnal either by registered post or by hand well before the closing date i.e. 31.10.2023 by 05:00 p.m. Applications received through email shall not be entertained.

5. It is made clear that applications received after due date or without requisite documents shall not be entertained in any manner and will be liable to be rejected outrightly without assigning any reason and information to the candidates. However, rejection list would be uploaded on the website of this office.

6. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date or before the date of advertisement.

7. Candidates working in Government department, semi Government, any Corporation or any Board are required to apply through proper channel.

8. Persons with disabilities (PWD), while applying for the reserved posts of Process Server and Peon 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 attested copy of their caste certificate alongwith their application forms.
9. The candidates are required to bring their original testimonials at the time of interview.
10. No TA/DA will be admissible to any candidate appearing in interview for the aforesaid posts.
11. Format of application can be downloaded from the website of District Courts Karnal i.e **<https://karnal.dcourts.gov.in/notice-category/recruitments/>**
12. No advance copy of application shall be entertained and applications sent via e-mail will not be accepted in any case.
13. This office shall not be responsible for any kind of postal delay.
14. 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.
15. Incomplete applications shall be rejected straightway. If on verification, at any time, before or after the said interview, it is found that an applicant does not fulfill any of the eligibility criteria, his/her candidature shall stand cancelled without any notice.

Sd/-
District and Sessions Judge
Karnal.

APPLICATION FOR THE POST OF _____ IN SESSIONS DIVISION KARNAL.

1.	Name of the Candidate	
2.	Father's/Husband's Name	
3.	Date of Birth(Attach Proof) (DD/MM/YYYY)	
4.	Gender (Male/Female)	
5.	Educational Qualification	
6.	Permanent Address	
7.	Address for Correspondence	
8.	Nationality	
9.	Contact Number/e-mail ID	
10.	Category (If reserved, attach proof)	
11.	Experience, if any.	

(Signature of the Candidate)