

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR.

EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts of Process Servers:-

Sr. No.	Name of Post	Number of Vacancies		Pay Scale	Remarks
1.	Process Server	General	BC-B	Pay matrix of FPL-DL (Rs.16,900-53,500/-) plus usual allowances	Purely temporary but on regular basis.
		02	01		

Note: The number of vacancies of any category may increase or decrease due to creation or withdrawal of courts, promotions or otherwise during the selection process. No intimation in this regard will be issued separately and no separate advertisement qua the increased or decreased posts of any category will be published again.

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/U.T. will be considered as a candidate of general category. Reservation policy as enforced at the time of selection would be considered and applicable, provided that in case of non-availability of suitable candidate of reserved category for the post of Process Servers, the reserved post shall be filled up from the suitable candidate of general category.

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

1. **ESSENTIAL QUALIFICATION:**

Matriculate with Hindi or Sanskrit or 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 01.01.2024. However, age relaxation for reserved post shall be applicable as per reservation policy framed by Government of Haryana, from time to time.

3. **LAST DATE:**

The last date for receipt of applications shall be 03.01.2025 upto 5:00 P.M. Applications received after due date shall not be entertained in any manner. This office shall not be responsible for any kind of postal delay.

4. **DATE AND PLACE OF INTERVIEW:**

The date and schedule of interview would be uploaded on the official website of this office i.e. <https://jhajjar.dcourts.gov.in/notice-category/recruitments/> in due course. Candidates are advised to visit the website regularly after 03.01.2025 to note down the interview schedule. No separate call letters/intimation for interview will be sent to the candidates.

5. **Application** on plain paper mentioning **name of post applied for** affixing recent passport size coloured photograph, mentioning complete particulars i.e. Name, Father's/Husband's name, Date of birth, Gender, Category, Educational Qualification, Experience, Permanent Address, Present postal address, Nationality, Contact Number/e-mail ID alongwith self attested photocopies 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, Gurugram Road, Jhajjar** either by post or by hand well before the closing date i.e. **03.01.2025 by 5:00 P.M.** Applications received through e-mail shall not be entertained.

6. Incomplete applications or applications received without requisite documents shall be rejected straightway without assigning any reason and information to the candidates. However, rejection list would be uploaded on the website of this office.

7. Candidates working in Government Department, Semi Government Department, any Corporation or any Boards are required to apply through proper channel.
8. The candidates of reserved category shall also annex self attested copy of their latest 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 post mentioned above.
11. Format of application can be downloaded from the official website of District Courts, Jhajjar i.e. <https://jhajjar.dcourts.gov.in/notice-category/recruitments/>.

Dated : 12.12.2024

Sd/-
District and Sessions Judge,
Jhajjar.

APPLICATION FOR THE POST OF _____.

To

**The Learned District and Sessions Judge,
Jhajjar.**

Space for
photograph

1. Name of the Candidate: _____
2. Father's/Husband's Name: _____
3. Date of Birth: _____
4. Gender: _____
5. Category: (if reserved, attach Proof) _____
6. Educational Qualification: _____
7. Experience, if any: _____
8. Permanent Address: _____

9. Present postal address: _____

10. Nationality: _____
11. Contact Number/ E-mail ID: _____

Date: _____

(Signature of the Candidate)

Place: _____