

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SANGRUR**

**(Telephone no.01672-234040)**

**PUBLIC APPOINTMENT NOTICE**

In continuation to previous Public Appointment Notice bearing no. 561/EB and 562/EB dated 17.01.2025 published on 18.01.2025 and in order to implement the new Reservation Roster Policy of the Punjab Govt. which has been duly adopted by the Hon'ble Punjab & Haryana High Court, applications on prescribed proforma are invited along with self attested copies of testimonials and two recent passport size photographs duly signed by the candidate up to **7<sup>th</sup> March, 2025 by 5:00 P.M.** for filling up the following vacant posts of Process Server and Peon on regular basis (Group 'D' employees). It is specified that **the candidates who had already applied for and had appeared for interview, in reference to previous Public Appointment Notice dated 17.01.2025 for two posts of Process Server and twelve posts of Peon, need not apply and appear again.** The qualification and other criteria to fill up these posts are as under:-

<b>Post</b>	<b>Number of posts</b>	<b>Pay Scale</b>	<b>Qualificati on</b>	<b>Age limit (Age as on 01.01.2025)</b>
<b>Process- Server</b>	<b><u>Total 02 Posts</u></b> ESM-SC(others)-01 General-01	Pay matrix Rs.18,000/-Level- 1, as per 7 <sup>th</sup> Central Pay Commission or as per the instructions issued by the Government of Punjab as well as the Hon'ble High Court of Punjab and Haryana, Chandigarh, from time to time.	Should be Matriculate with the knowledge of Punjabi language.	18 to 35 years for General Category. 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.
<b>Peon (The post of Peon includes Waterman, Orderly, Library Peon, Mali, Chowkidar ,Sweeper etc.)</b>	<b><u>Total 15 Posts</u></b> General-04 General (Women)-01 General-EWS (Women)-01 Sportsmen (General)-01 SC(M&B)- 01 SC(M&B-Women)- 01 SC (others)-02 BC/OBC-01 BC/OBC (Women)-01 ESM(General-Women)-01 PwBD (Impaired Hearing)-01	Pay matrix Rs.18,000/-Level- 1, as per 7 <sup>th</sup> Central Pay Commission or as per the instructions issued by the Government of Punjab as well as the Hon'ble High Court of Punjab and Haryana, Chandigarh, from time to time.	Should have knowledge of Punjabi language up to middle standard.	18 to 35 years for General Category. 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.

**NOTE/INSTRUCTIONS:-**

1. (a) The candidates who had already applied for and had appeared for interview, in reference to previous Public Appointment Notice dated 17.01.2025 for two posts of Process Server and twelve posts of Peon, need not apply again.  
  
(b) However, if a candidate wants to apply in any of the newly added categories i.e. General (Women), General-EWS(Women), Sportmen (General), SC(M&B-Women), ESM (General-Women), BC/OBC (Women) and PwBD (Impaired Hearing) as specified above, then he/she shall have to apply again as per the present Public Appointment Notice and in such a case the previous candidature (application and interview) of such candidate shall not be considered.
2. The candidates whose applications were received after due date i.e.03.02.2025 in reference to the previous Public Appointment Notice dated 17.01.2025 of this office, may apply again as per the present Public Appointment Notice.
3. If any candidate had applied in response to the earlier Public Appointment Notice dated 17.01.2025 but had not appeared for the interview scheduled earlier, he/she may apply again as per the present Public Appointment Notice.
4. Since the category of ESM (General) is no more available for men and has been reserved for ESM (General-Women) therefore, the male candidates who had earlier applied under the said category of ESM (General) may apply again in any other category as per the present Public Appointment Notice.
5. **Interview for the posts of Process-Server** will be conducted at the Judicial Courts Complex, Sangrur, as per following schedule. The candidates appearing for the posts of Process-Server should reach in the office of undersigned at 10:00 A.M. and will also bring their original testimonials and proof of reserved category, if any, at the time of interview. No separate intimation will be sent to the candidates for appearing in the interview.

<b><u>ALPHABETS</u></b>	<b><u>DATE OF INTERVIEW</u></b>
A to I	19.03.2025
J to R	20.03.2025
S to Z	21.03.2025

6. **Interview for the post of Peon** will be conducted at the Judicial Courts Complex, Sangrur, as per following schedule. The candidates appearing for the posts of Peon should reach in the office of undersigned at 10:00 AM and will also bring their original testimonials and proof of reserved category, if any, at the time of interview. No separate intimation will be sent to the candidates for appearing in the interview.

<b><u>ALPHABETS</u></b>	<b><u>DATE OF INTERVIEW</u></b>
A to I	19.03.2025
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S to Z	21.03.2025

7. The reservation of vacancies is as per the policy of the Hon'ble High Court as well as of Punjab Government. If no suitable candidate is available for the reserved category posts, then the appointment shall be made from general category.
8. Number of abovesaid posts may increase or decrease on both sides without any notice, depending upon the number of vacancies as on date of preparation of final result.

9. **The application form should be addressed to the office of District & Sessions Judge, Sangrur. The prescribed application form is also available on the website of this office.**
10. **A candidate desirous to apply for more than one post will have to submit separate application form for each post. Single application for both the posts will not be considered for any post and will be rejected.**
11. The incomplete applications and applications received after 5:00 p.m. on 07.03.2025 shall be rejected. This office shall not be responsible for any postal delay or wrong delivery, whatsoever.
12. Application forms which are wrongly filled up or incomplete will be summarily rejected. No correspondence in this regard will be entertained by this office.
13. Before applying for the post of Process Server or Peon, candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications of applicants not fulfilling the requisite criteria at any stage of recruitment and if appointed erroneously such candidate shall be removed from service.
14. The candidate will be solely responsible to appear in the interview. It is clarified that permission to appear in the interview is only provisional and all the other required criteria for the post of Process Server or Peon would be considered separately later on by scrutinizing the applications. The objections/discrepancies, if any, in such applications would be considered later on and the candidates would be considered for the post only if their candidature/application is found in order.
15. In case of cancellation/postponement of interview for the aforesaid posts, due to administrative reasons, this office shall not be responsible.
16. Merely satisfying the eligibility criteria does not entitle any candidate to be selected for the applied post.
17. All the candidates must bring the original testimonials with them, at the time of interview. No T.A/D.A will be given to the candidates for appearing in the interview.
18. No separate information/letter will be issued to the candidates for the interview. The candidates are advised to check official website of this Sessions Division i.e. <https://sangrur.dcourts.gov.in/notice-category/recruitments/> in routine for further information.
19. **The candidates may seek any clarification/information on contact no.94640-90080 or 01672-234040.**

Sd/-

**District & Sessions Judge,  
Sangrur**

**Endorsement No. \_\_\_\_\_/EB dated \_\_\_\_\_**

1. The Registrar General, Hon'ble High Court of Punjab & Haryana, Chandigarh, for information.
2. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications along with service record of retrenched/surplus officials, if any, to this office **upto 5:00 p.m. on 07.03.2025.**
3. The Director, Employment Generation and Training Bureau, Sangrur and Malerkotla for information and with request to send the names of eligible candidates to this office upto 5:00 p.m. on **07.03.2025.**

4. All the Judicial Officers posted in this Sessions Division to get the notice displayed on the notice board of their respective Courts.
5. System Officer of this Court is directed to upload this advertisement on the official website of this Court.
6. Daftri of this office is directed to display the notice on the Notice Board of this office.

Sd/-  
**District & Sessions Judge,  
Sangrur**

(PROFORMA)  
APPLICATION FOR THE POST OF \_\_\_\_\_

PHOTO

(Note:-Name of the post applied for, must be filled otherwise the application would be considered as disqualified)

1. Name : \_\_\_\_\_  
(To be filled in Capital Letters)
2. Father/Husband's name : \_\_\_\_\_  
(To be filled in Capital Letters)
3. Date of Birth (Attach Proof) : \_\_\_\_\_
4. Age as on 01.01.2025 : \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_ Days
5. Educational Qualification: \_\_\_\_\_  
(Attach Proof)
6. Category : \_\_\_\_\_  
(In which applied for post)
7. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
8. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
9. Nationality : \_\_\_\_\_
10. Experience, if any : \_\_\_\_\_
11. Telephone/Mobile No. : \_\_\_\_\_

Enclosures:

Date :  
Place:

Signature of applicant