

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR.

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates to fill up 13 posts of Clerk **purely on adhoc basis** in Jhajjar Sessions Division in the initial pay scale of regular Clerk i.e. Rs.25,500/- per month, for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, as per the details given below:-

Existing vacant posts of Clerk	General	SC	BC-A	BC-B	ESM (General)	PWD (a) blindness and low vision
13	05	03	02	01	01	01

Note: The number of vacancies may increase or decrease due to creation or withdrawal of courts or otherwise during the selection process. No intimation in this regard will be issued separately.

Educational Qualification:

The candidate should have possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University. He/she should have passed matriculation examination with Hindi as one of the subject and must have proficiency in operation of Computers.

Age:

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 posts shall be applicable as per reservation policy framed by Government of Haryana, from time to time.

Mode of Selection for the post of Clerk:

The selection for the post of Clerks shall be made on the basis of a written examination in the subjects of (i) English Composition and (ii) General Knowledge consisting of 50 marks each. No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate (33% qualifying marks in each subject) in the written examination. The candidates who would qualify the prescribed written test shall be called for Computer Proficiency Test. The candidate will have to qualify Computer Typing Test in English at the speed of 30 w.p.m.

The selection for the aforesaid posts shall be made strictly in accordance with the provisions of Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

Last Date:

Last date of receipt of applications shall be 11.03.2024 upto 5:00 P.M. No application received thereafter shall be entertained in any case.

Date and Place of Examination/Test:

The venue, date and time of Written Test will be informed on the official website of this office i.e. <https://jhajjar.dcourts.gov.in>. Candidates are advised to visit the website on regular basis w.e.f. 11.03.2024. The candidates shall bring their original testimonials and identity proof at the time of Written Test. No separate call letters will be issued in this regard.

Instructions:

1. Format of application can be downloaded from the abovesaid website of this office.
2. Candidates should attach self-attested copies of their testimonials with the application alongwith their latest passport size photograph, affixed on the application.

3. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which will receive in this office after 11.03.2024. Delay on the part of postal authorities or otherwise shall not be a ground for entertaining the applications received after due date.
4. The candidates should mention on the top of the envelope **“APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS”**. The application should be addressed to “The District and Sessions Judge, Judicial Courts Complex, Gurugram Road, Jhajjar”.
5. No advance copy of application shall be entertained and application sent through e-mail will not be accepted in any case.
6. Persons with Disabilities (PWD) while applying for the reserved post of Clerk on adhoc basis, shall mention their category in their application forms and shall annex certificate regarding disability.
7. 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 Clerk on adhoc basis, the reserved posts shall be filled up from the suitable candidate(s) of general category.
8. No TA/DA is admissible to any candidate appearing in Shorthand Test/Computer Proficiency Test for the posts mentioned above.

Dated : 22.02.2024

(Ajay Tewatia)
District & Sessions Judge,
Jhajjar

22.02.2024

APPLICATION FOR THE POST OF CLERK ON ADHOC-BASIS.

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: _____