

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

**EMPLOYMENT ADVERTISEMENT**

Applications are invited from eligible candidates to fill **03 posts of Process Server** (General-03) & **08 posts of Peon** (General 05, SC-01, BC-A-01 & ESM-Gen-01), purely on temporary but on regular basis in the Pay Level-DL\*\* (Rs.16900-53500/-) denotes Level for Group 'D', plus other usual allowances as admissible to Haryana Government Employees from time to time. *The number of vacancies may be increased or decreased due to creation or withdrawal of courts or otherwise during the selection process. No intimation in this regard will be issued separately.*

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

Reservation policy as enforced at the time of selection would be considered and applicable; provided that if no candidate of reserve category is available, then appointment would be made from general category.

The candidates, who are having below mentioned qualification, may submit their applications for the abovesaid post, in the office of District and Sessions Judge, District Courts, Palwal, either by hand or by post :-

**(1). EDUCATIONAL QUALIFICATION:**

**For Process Server :** The candidates who have passed Matriculation examination and possess knowledge of Hindi or Punjabi.

**For Peon :** The candidates who have passed Middle standard examination and possess knowledge of Hindi/ Punjabi.

**(2). Age Limit:**

No person shall be recruited to the service by direct appointment, if he/she is less than 18 years or is more than 42 years of age as on **01.08.2023**. Provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab & Haryana, Chandigarh and/or Haryana Government.

**(3). LAST DATE:**

The last date for receipt of the applications by post or by hand in the office of the undersigned i.e. The District and Sessions Judge, Palwal is **05.09.2023 upto 5:00 p.m. Applications received thereafter shall be straightaway refused without any further correspondence.** Delay on the part of the postal or other authorities shall be no ground for entertaining the applications received after due date. Candidates working in the Government Department, Semi-Govt. Department, any Government Corporation/Board/Institution are required to apply through proper channel.

**(4). DATE & PLACE OF INTERVIEW:**

Interview for the above said posts shall be held as per alphabetical orders of the names of the candidates as per the schedule given below:-

**For the Post of Process Server**

Date	Day	Reporting Time	Interview Start from	Alphabets
25.09.2023	Monday	11:00 A.M.	01:30 P.M.	A, B, C,D,E, F
26.09.2023	Tuesday	11:00 A.M.	01:30 P.M.	G, H, I , J, K, L
27.09.2023	Wednesday	11:00 A.M.	01:30 P.M.	M, N, O, P, Q
28.09.2023	Thursday	11:00 A.M.	01:30 P.M.	R,T,U,V
29.09.2023	Friday	11:00 A.M.	01:30 P.M.	S,W,X,Y,Z
30.09.2023	Saturday	11:00 A.M.	01:30 P.M.	Candidates sponsored by Employment Exchange and Zila Sainik Board

**For the Post of Peon**

Date	Day	Reporting Time	Interview Start from	Alphabets
03.10.2023	Tuesday	11:00 A.M.	01:30 P.M.	A, B, C,D,E, F
04.10.2023	Wednesday	11:00 A.M.	01:30 P.M.	G, H, I , J, K, L
05.10.2023	Thursday	11:00 A.M.	01:30 P.M.	M, N, O, P, Q
06.10.2023	Friday	11:00 A.M.	01:30 P.M.	R,T,U,V
07.10.2023	Saturday	11:00 A.M.	01:30 P.M.	S,W,X,Y,Z
09.10.2023	Monday	11:00 A.M.	01:30 P.M.	Candidates sponsored by Employment Exchange and Zila Sainik Board

Candidates shall report in **Judicial Court Complex, District Courts, Palwal** for marking their attendance and for Interview as per above schedule. The candidates shall also **bring their original documents /testimonials at the time of interview**, failing which they shall not be allowed for interview. The place of interview shall be intimated at the relevant time as per decision taken by the Selection Committee.

Detailed interview schedule along-with list showing the roll numbers of eligible candidates will be uploaded on the **website of District Courts, Palwal** well before commencing of the interview, however, no separate call letters for interview will be sent/issued to the eligible candidates.

(5). Application on plain paper **as per proforma attached**, with recent photograph of candidate affixed thereon containing full particulars i.e. Name, Father's/Husband Name, Date of Birth, Age, Sex, Nationality, Permanent Address, Correspondence Address, Category, Educational Qualification, Experience, Contact and Email etc. along with attested copy of relevant certificates besides two self-addressed envelopes by affixing requisite postal stamps, should reach the office of District and Sessions Judge, Judicial Court Complex, Palwal, either by post or by hand well before the closing date i.e. **05.09.2023 by 5:00 P.M.**

(6). The candidates who wish to apply on both posts i.e. Process Server and Peon, he/she shall submit his/her separate applications for each posts. Moving of one application for both posts shall not be considered and treated as cancelled. All the candidates must have mentioned on the top of envelope on which post he/she is applying i.e. **"APPLICATION FOR THE POST OF \_\_\_\_\_"**.

(7). Only hard copies of applications along-with requisite testimonials are required to be submitted either in person or through post. No application/bio-data received through e-mail would be entertained/accepted in any manner.

(8). The incomplete applications, such as without name of post applied for, category which the candidates belongs to, date of birth, educational qualification and filed without photograph, envelopes and attested copies of relevant certificates, testimonials and received after due date or before the date of advertisement, shall be rejected out-rightly without any intimation to the candidates. However, rejection list would be uploaded on the website of this office i.e. <https://districts.ecourts.gov.in/palwal>.

(9). 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.

(10). If all the candidates in the above stated sequence are not interviewed on the date fixed due to large number of candidates or otherwise, the interview of remaining candidates will be conducted on the day fixed by the Selection Committee.

(11). No TA/DA is admissible to any candidate appearing in the test/interview for the post(s) mentioned above.

(12). Candidates are advised to visit official website i.e., <https://districts.ecourts.gov.in/palwal> regularly, for latest updates with regard to selection process.

  
District & Sessions Judge,  
Palwal.

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_ IN  
SESSIONS DIVISION PALWAL.**

To  
The District & Sessions Judge,  
Palwal

Affix Latest passport size colored  
photograph of the candidate  
attested by  
a Gazetted Officer

**Subject:- Application for the post of \_\_\_\_\_.**

Name of Candidate	:	_____
Father's / Husband's Name	:	_____
Date of Birth	:	_____
Age as on 01.08.2023	:	_____
Sex(Male/Female)	:	_____
Nationality	:	_____
Permanent Address	:	_____ _____
Correspondence Address	:	_____ _____
Category	:	_____
Academic Qualification	:	_____

Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
10th/Matric					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					

Experience (if any)	:	_____
Contact/Mobile Number	:	_____
E-mail I.D. (if any)	:	_____

**Note:-Attach self-attested photocopy of all relevant documents.**

I, \_\_\_\_\_ son/daughter/wife of Shri. \_\_\_\_\_, hereby declare that the information given above and in the attached documents is true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

**(Signature of Candidate)**