

To

The Learned District and Sessions Judge,
Hisar.

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Subject :- **Application for the post of Peon/Addl. Peon.**

Respected Sir,

I have the honour to submit that I have come to know that some posts of Peon/Addl. Peon are lying vacant under your kind control. I offer my services for the same. My bio-data and other particulars are as under :-

Name (In Capital Letters)	
Father's/Husband's Name	
Date of Birth	
Sex	
Marital Status	
Category (mandatory), if any (Alongwith attested copy of certificate issued by the competent authority)	
Educational Qualification	
Permanent Address	
Postal Address	
Experience, if any	
Contact/Mobile No.	

Yours faithfully,

(Signature of applicant)

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, HISAR
NOTICE OF PUBLIC EMPLOYMENT

Applications are invited from eligible candidates to fill up the following anticipated posts of Peon/Additional Peon etc. purely temporary likely to be regular by way of direct recruitment :-

Name of post	Number of vacancies					Pay Scale
Peon/ Addl. Peon etc.	14					
	General	Ex-Serviceman (General)	Scheduled Caste	Backward Class-A	Backward Class-B	DL-16900- 53500 plus other usual allowances
	08	01	02	02	01	

Note:- 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.

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

1. As per Rule 7 (x) ibid, essential qualification for the post is:

The applicant should have passed middle standard examination from recognized Board and possess knowledge of Hindi/Punjabi. The applicant should fulfill the condition of qualification on the last date of receipt of application.

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, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana at Chandigarh and/or Haryana Government.

3. Reservation:

i. The benefit of reservation is admissible only to bonafide domiciles/ residents of State of Haryana, as per Government of Haryana letter No. 22/67/81-3GS III dated 15.07.1985.

ii. As per explanation to Rule 7 (iii) of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 '**Where No candidate of reserved category is available then appointment would be made from general category**'.

4. 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, Hisar is 24.01.2024 upto 05:00 PM. Applications received thereafter shall be straightway 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. Applications received through e-mail would not be entertained/accepted in any manner.

5. Candidates working in the Government Department, Semi-Govt. Department, any Government Corporation/Board/Institution are required to apply through proper channel.

6. Application form can be downloaded from the website of District Courts Hisar i.e. <https://hisar.dcourts.gov.in/notice-category/recruitments/> Candidates are advised to visit the website regularly after 09.01.2024, for further updates related to process of recruitment.

7. The candidate shall submit application on plain paper duly affixed with his/her latest one passport size photograph on its top, containing details particulars i.e. name, father's/husband's name, date of birth, sex, education qualification, category of reservation (mandatory), if any, mobile number, permanent and postal address and experience, if any. Self attested photocopies of the educational documents and certificates regarding reserved category (SC, BC-A and BC-B as the case may be), experience etc. must be attached with the application form. Persons with Benchmark Disabilities (PwBD) shall mention their category in their application and shall annex certificate regarding disability. The candidates are required to bring their original testimonials and proof of identity which has been attached with the application at the time of interview/reporting time. No change of category is permissible after submission of application.

8. The applicants should disclose all their educational qualifications and other declaration/certificate in the application form. Non-disclosure thereof may disqualify the concerned candidate for appointment and may also render him/her liable for prosecution under relevant provisions of law.

9. Incomplete applications, unsigned applications or applications received without requisite documents shall be rejected straightway without assigning any reason whatsoever. No

correspondence, whatsoever shall be entertained in respect of incomplete applications or those which are refused by this office for receipt after expiry of the last date i.e. **24.01.2024**. However, rejection list would be uploaded on the website of District Courts, Hisar.

10. The applicants who fulfill the above-said qualifications for the above-said posts will have to appear for interview in the Judicial Court Complex, Hisar in sequence of Alphabets of their names mentioned against the dates given below :-

Dates	Days	Alphabets of Names
14.02.2024	Wednesday	A, B, C, D
15.02.2024	Thursday	E, F, G, H
16.02.2024	Friday	I, J, K, L
17.02.2024	Saturday	M. N.
19.02.2024	Monday	O, P. Q. R.
20.02.2024	Tuesday	S. T.
21.02.2024	Wednesday	U. V. W.
22.02.2024	Thursday	X. Y. Z. and candidates sponsored by Employment Exchanges and Zila Sainik Board

The candidates are required to report to this office at 11:00 AM sharp.

11. 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 such day as to be fixed by the Selection Committee. In case the candidate remained absent on the date of interview, his candidature will stands cancelled without any further communication.

12. 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.

13. List of eligible candidates showing the roll numbers will be uploaded on the website of District Courts, Hisar well before commencement of the interview, however, no separate call letters for interview will be sent/issued to the eligible candidates.

14. No TA/DA shall be paid to the candidates for appearing in the interview.

15. Appointment letters to the selected candidates against 14 numbers of anticipated posts of Peon/Additional Peon etc. would be issued on joining of newly recruited Judicial Officers, who are likely to join in the month of February-2024.

Dated :- 08.01.2024

Sd/-
District and Sessions Judge
Hisar