

## **OFFICE OF THE DISTRICT AND SESSIONS JUDGE, BHIWANI.**

### **NOTICE OF PUBLIC EMPLOYMENT**

Applications are invited to fill up 01 temporary post of Process Server (General Category) and 05 temporary posts of Peon (General Category-04 and Schedule Caste-01) in Bhiwani Sessions Division, subject to continuation of said temporary posts for next financial year, in the Pay Scale of DL(16900-53500) plus usual allowances as admissible to Haryana Government Employees from time to time.

**Note:- The number of vacancies may be increased or decreased at any time before the completion of selection process without giving any prior notice to the candidates.**

#### **1. QUALIFICATION**

For Process Server:- The applicant should have passed matriculate standard examination and possess knowledge of Hindi or Punjabi. The applicant should fulfill the condition of qualification on the last date of receipt of application.

For Peon:- The applicant should have passed middle standard examination 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 01.01.2023, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana at Chandigarh and/or Haryana Government.

#### **3. Last date:**

The last date for receipt of the applications by post, by hand or by any other mode in the office of the undersigned i.e. The District and Sessions Judge, Bhiwani is 11.02.2023 upto 05:00 pm. 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. If the application is submitted by hand, the candidate/person submitting the application shall follow all guidelines/advisories/instructions issued by the Government of India and Haryana Government as precautionary measures to stop spread of COVID-19 virus etc. including use of mask, hand sanitizers and social distancing of 6 feet etc.

**4.** Candidates working in the Government Department, Semi-Govt. Department, any Government Corporation/Board/Institution are required

to apply through proper channel.

- 5.** Application Form can be downloaded from the website of District Courts Bhiwani i.e. <https://districts.ecourts.gov.in/india/haryana/bhiwani/recruit>.
- 6.** One latest passport size colored photograph duly attested from a gazetted officer must be affixed on the application form in the given space and self attested photocopies of the educational documents and certificates regarding category, experience etc. must be attached with the application form. The candidates must bring their original testimonials and one identity proof at the time of interview/reporting time.
- 7.** Incomplete applications in any manner shall be rejected straightaway 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. 11.02.2023.
- 8.** The applicants should disclose all their educational and other qualifications 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.** The applicants who fulfill the above-said qualifications for the above-said posts will have to appear for interview in the Judicial Complex, Bhiwani in sequence of Alphabets of their names mentioned against the date and time given below:-

Date	Day	Time	Name of the candidates as per first English Alphabet
22.02.2023	Wednesday	12:00 noon onwards	A to B
23.02.2023	Thursday	12:00 noon onwards	C to J
24.02.2023	Friday	12:00 noon onwards	K to M
27.02.2023	Monday	11:00 am onwards	N to R
28.02.2023	Tuesday	11:00 am onwards	S
01.03.2023	Wednesday	2:00 pm onwards	T to Z & candidates sponsored by District Employment Exchanges and Zila Sainik Boards.

- 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 separate call letters for the interview shall be issued.
- 12.** No TA/DA shall be paid to the candidates for appearing in the interview.

- 13.** Reporting time will be 09:30 am on the date of interview.
- 14.** During the interview in the Judicial Complex, Bhiwani the candidate shall follow all guidelines/advisories/instructions issued by the Government of India and Haryana Government as precautionary measures to stop spread of COVID-19 virus etc. including use of mask, hand sanitizers and social distancing of 6 feet etc.

**Sd/-**  
**District and Sessions Judge**  
**Bhiwani**

**APPLICATION FORM FOR THE POST OF PROCESS SERVER IN SESSIONS DIVISION BHIWANI.**

To  
The District & Sessions Judge  
Bhiwani.

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

**Subject:- Application for the post of Process Server.**

Name of Candidate	:	_____
Father's / Husband's Name	:	_____
Date of Birth	:	_____
Age as on 01.01.2023	:	_____
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)**

**APPLICATION FORM FOR THE POST OF PEON IN SESSIONS DIVISION  
BHIWANI.**

To  
The District and Sessions Judge  
Bhiwani.

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

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

Name of Candidate	:	_____			
Father's / Husband's Name	:	_____			
Date of Birth	:	_____			
Age as on 01.01.2023	:	_____			
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
8th/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)**