

Employment Notice No.3 of 2024

OFFICE OF THE DISTRICT & SESSIONS JUDGE, CHANDIGARH.
EMPLOYMENT NOTICE

Applications are invited for filling up of **08 posts of Clerk purely on contract basis initially for a period of 89 days (which may be extended further) for e-Sewa Kendra** from the eligible candidates on the prescribed proforma alongwith self attested copies of relevant testimonials (i.e. proof of qualification/educational certificates, date of birth etc.) and two recent passport size photographs duly attested by the Gazetted officer/Notary (one to be pasted on application form and other to be stapled), in the office of **“The District and Sessions Judge, Chandigarh, New District Court Complex, Sector 43, Chandigarh”**, till **05:00 p.m. of 25.11.2024**. The minimum qualification and other criteria to fill up these posts are as under:-

Sr. No	Name of the Post	No. of Posts	Pay	Minimum Qualification
1	Clerk (Contract Basis)	08	As per rates fixed by the Deputy Commissioner, U.T., Chandigarh from time to time.	Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Hindi/Punjabi as one of the subject. The candidates shall have to take a written examination (computer based) and having proficiency in operation of Computers.

The candidate should not be less than 18 years and not more than 37 years of age, **as on 01.01.2024**.

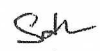
Note:-

1. Before applying to the post of Clerk on contract basis, a candidate should ensure that he/she fulfills eligibility criteria and to refer the Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 which are available on the official website. This office shall reject the application not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service without any notice.
2. The application must be submitted on the Prescribed Application Form, which is available on the official website of this Sessions Division. No application form received in soft form shall be entertained and if received the same will be rejected summarily.
3. Application on prescribed form should be legibly filled up with complete particulars alongwith contact number and E-mail ID. Candidate has to send the **“signed application form” alongwith all required supporting documents**. Applications without copies of relevant testimonials and that received after **05:00 p.m. of 25.11.2024** (even by Post) will not be entertained. Incomplete applications will be summarily rejected and this office will not be responsible for any postal delay or wrong delivery, whatsoever. No correspondence in this regard will be entertained by this office. Application forms received electronically shall not be entertained and will also be rejected summarily.

4. **The Candidates have to take written examination (Computer based Test) as under:-**

Sr.No.	Subject	Type of Exam
1	English Composition	Subjective (Essay/Letter/Precis/ Translation-Hindi to English etc.) The candidates have to type the said subjective examination on computer within the stipulated time period

5. Requisite lists after scrutiny of applications, date of written examination (Computer based Test) shall be uploaded on the official website of this Sessions Division (under the recruitment tab) i.e. <https://chandigarh.dcourts.gov.in/>. Further updates/information if any in that regard will also be uploaded/displayed on the official website of this Sessions Division and no separate letter will be issued by this office. Applicants are advised to visit and check the official website of this sessions Division regularly for updates.
6. Number of posts (mentioned above) may be increased or decreased without any notice. In case of cancellation of this employment notice due to administrative reasons, this office will not be responsible.
7. The services rendered by any candidate on contract basis will not bestow upon him/her any claim for regular appointment.
8. **Special Instruction:-** The decision of the undersigned 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. No enquiry or correspondence shall be entertained in this regard.


District & Sessions Judge,
Chandigarh.

Dated:- 14/11/2024

Endst.No.DSJ-EC-2024/8539

Copy forwarded to:-

1. All the Judicial Officers working in this Sessions Division for displaying the Employment Notice on the Notice Board of their Court.
2. The Deputy Commissioner, U.T., Chandigarh with a request to get it displayed on the notice board of his office.
3. The Regional Employment Officer, Employment Exchange, U.T., Chandigarh for sending the list of eligible candidates by 25.11.2024.
4. The System Officer, Computer Branch with directions to upload the Employment notice alongwith proforma on the official website of this Sessions Division.
5. The Daftri of this office, with the directions to display the Employment Notice on the Notice Board of this Court.


District & Sessions Judge,
Chandigarh.

APPLICATION FOR THE APPOINTMENT TO POST OF CLERK (CONTRACT BASIS) FOR E-SEWA KENDRA IN THE SESSIONS DIVISION, CHANDIGARH

Affix passport
size
photograph
duly attested

To
The Ld. District & Sessions Judge,
Chandigarh.

Name in Block letter :
Father's/Husband's Name :
Date of Birth (**Attach proof**) :
Age as on 01.01.2024 :
Permanent Address :
Correspondence Address :
Nationality :
Contact Number/Mobile No. :
E-mail ID :
Are you married :
Do you have more than one :
living spouse. :
Have you ever been dismissed from Govt. :
Service or convicted by any court. :
Have you passed matriculation :
examination with Hindi/Punjab as one of :
the subject. :

Educational Qualification:-

Name of Examination	Board/University	Year of Passing	Percentage of marks/Grade obtained
Matriculation			
Graduation			
Post Graduation			
Other if any			

Declaration:-

I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected.

Encls:-

Signature of applicant