

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KARNAL.**

**NOTICE INVITING APPLICATIONS FOR THE POSTS OF CLERK ON ADHOC BASIS.**

Applications are invited from the eligible candidates to fill up the following posts of Clerk purely on Adhoc basis for a period of six months or till regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier:-

Sr. No	Name of Posts	Number of vacancies										Pay	Remarks		
		General	SC	BC (A)	BC (B)	PwBD		ESM (Gen.)	ESM (SC)	ESM (BC-A)	ESM (BC-B)				
		B or LV		D & H.H											
1	Clerk (Adhoc)	50 Posts										Consolidated salary of Rs.25,500/- per month	On Adhoc basis		
		24	8	5	4	1	1	2	2	2	1				

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

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/UT will be considered as candidates 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 candidates of reserved category, the reserved posts shall be filled up from the suitable candidate(s) of General Category.

The recruitment shall be made strictly in accordance with Rule 7 of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 and relevant instructions.

**1. Essential Qualification:**

The candidates should possess a degree of Bachelor of Arts or Science or equivalent thereto from a recognized university. He/she should have passed Matriculation Examination with Hindi as one of the subject.

**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. However, age relaxation for reserved posts shall be applicable as per reservation policies framed by Government of Haryana from time to time.

**3. Last date:**

Last date for receipt of applications shall be **24.12.2024 upto 05:00 p.m.** Applications received thereafter shall not be entertained under any circumstances. Delay on the part of postal authorities shall not be a ground for entertaining applications received after due date.

**4. Mode of Selection:**

Candidates shall have to take a written examination in the following subjects:-

Sr. No.	Subject	Max.Marks	Qualifying marks
1.	English Composition	50	33%
2.	General Knowledge	50	33%

No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers (Word and Spread Sheet). The Candidates have to qualify Computer Typing Test at the speed of 30 w.p.m.

**5. Date and Place of Examination/Test:**

The information qua date and place of examination/test shall be uploaded on the official website of District Courts, Karnal i.e. <https://karnal.dcourts.gov.in/notice-category/recruitments/> in due course. However, no separate letter/information in this regard shall be issued to the candidates. It shall be the responsibility of the candidates to keep themselves updated about the same by regularly visiting the official website of this office after last date of submission of applications i.e. **24.12.2024.**

**6. Applications** on plain paper mentioning name of post applied for affixing recent passport size coloured photograph mentioning complete particulars i.e. Name, Father's/ Husband's name, Date of birth, Gender, Educational Qualification, Experience, Permanent Address, Present postal address, Nationality, Contact Number/e-mail ID alongwith self attested copies of relevant certificates/documents and one self addressed envelope with proper postal stamp should reach in the office of District and Sessions Judge, Judicial Courts Complex, Sector-12, Karnal either by registered post or by hand well before the closing date i.e. **24.12.2024 by 05:00 p.m.** Applications received through email shall not be entertained. The Candidates are required to bring their proof of identity at the time of written test/interview, failing which, he or she will not be allowed for test.

**7.** It is made clear that applications received after due date or without requisite documents shall not be entertained in any manner and will be liable to be rejected outrightly without assigning any reason and information to the

candidates. However, rejection list would be uploaded on the website of this office.

8. 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.

9. Candidates working in Government department, semi Government, any Corporation or any Board are required to apply through proper channel.

10. Persons with disabilities (PWD), while applying for the reserved posts of Clerk (Adhoc) shall mention their category in their application form. The candidates of reserved category (BC-A, BC-B and SC, as the case may be) shall also annex attested copy of their caste certificate alongwith their application forms.

11. After selection of candidates on the basis of written test and upon passing of computer proficiency test and computer typing test original testimonials shall be checked.

12. No TA/DA will be admissible to any candidate appearing in written test/computer proficiency test for the aforesaid post.

13. Format of application can be downloaded from the website of District Courts Karnal given below:-

**<https://karnal.dcourts.gov.in/notice-category/recruitments/>**

14. No advance copy of application shall be entertained.

15. 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.

16. Incomplete applications shall be rejected straightway. If on verification, at any time, it is found that an applicant does not fulfill any of the eligibility criteria, his/her candidature shall stand cancelled without any notice.

*Sd/-*  
District and Sessions Judge  
Karnal.

Endst.No. 25053-54

Dated 04.12.2024

The above advertisement is forwarded to:-

01. ✓ The System Officer/System Assistant of this office is directed to upload the above advertisement on the official website of this office.

02. The advertisement be also displayed on the notice board of this office.

*Sd/-*  
District and Sessions Judge  
Karnal. 4/12/24

## APPLICATION FORM

Application for the post of Clerk on Adhoc basis.

1.	NAME OF THE CANDIDATE		Self attested passport size photograph.			
2.	Father's/Husband's Name					
3.	Date of Birth					
4.	Gender					
5.	Marital Status					
6.	Permanent Address					
7.	Present Postal Address					
8.	Nationality					
9.	Contact Number and E-mail ID					
10.	Category					
11.	Whether Person with Disability					
12.	Educational Qualification					
Sr. No.	Exam passed	Percentage of Marks Obtained	Year of Passing	Board/ University	Subject	Remarks
13	Any other relevant information					

I hereby declare that all the statements made in the application are true and complete to be best of my knowledge and belief. I understand that action can be taken by the competent authority if I am found to be guilty of any type of misconduct.

Signature of the candidate.

Dated:  
Place:

Details of enclosures.

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_