

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PANIPAT

EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts, purely temporary but on regular basis in the **pay matrix of FPL-DL (Rs.16900-53500) for Group-D, plus other usual allowances :**

PROCESS SERVER

Total	Gen.	Gen. EWS	SC	BC-A	BC-B	PwBD	ESP (Eligible Sports Person)				ESM (Ex-Serviceman)			
							Gen.	SC	BC-A	BC-B	Gen.	SC	BC-A	BC-B
04	-	01	-	-	-	01 (Low Vision)	01	-	-	-	01	-	-	-

PEON

Total	Gen.	Gen. EWS	SC	BC-A	BC-B	PwBD	ESP (Eligible Sports Person)				ESM (Ex-Serviceman)			
							Gen.	SC	BC-A	BC-B	Gen.	SC	BC-A	BC-B
16	-	05	-	-	01	02 (i) Lower Limb Disability (ii) Upper Limb Disability	02	01	01	-	02	01	-	01

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 and relevant instructions.

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/U.T. will be considered as a candidate of 'General' category. Reservation policy of the Haryana Government as enforced at the time of selection would be considered and applicable; provided that in case of non-availability of suitable candidate of reserved category for the post of Process Server and Peons, the reserved posts shall be filled up from the suitable candidate(s) as per instructions received from Hon'ble High Court.

EDUCATIONAL QUALIFICATION:

FOR THE POST OF PROCESS SERVER

Matriculate with Hindi or Sanskrit or Punjabi as one of the subject

FOR THE POST OF PEON

Candidates who have passed Middle standard examination with Hindi or Sanskrit or Punjabi as one of the subject

AGE LIMIT:

Sr. No.	Category	Minimum Age Limit	Maximum Age Limit
1.	General	18	42
2.	SC of Haryana	18	47
3.	BC of Haryana	18	47
4.	Ex-Serviceman of Haryana	18	To the extent of his military service added by three years provided: (a) He has rendered continuous military service for a period of not less than six months before his release; and (b) He was released otherwise than by way of dismissal or

			discharge on account of misconduct of inefficiency
5.	Unmarried women, Wives of military personnel who are disabled while in military service, widowed or legally divorced women provided that she has not remarried and judicially separated women residing separately for more than two years from the date as prescribed above	18	47
6.	PwBD of Haryana	18	Upper age is relaxable by 10 years
7.	Persons who have already worked or presently working on adhoc/contract/work-charged/ daily wages basis in any Department/Board/Corporation of Haryana Government	18	Equal to the period of experience on adhoc/contract/work-charged/daily wages basis excluding the period of break, if any, subject to maximum age of 52 years

LAST DATE:

Last date for receipt of application shall be **28.02.2025 upto 5:00 P.M.**

DATE AND PLACE OF INTERVIEW:

Applicants who fulfill above-said qualifications for above-said posts will have to appear for interview as per alphabetical orders of the names of the candidates as per the schedule given below:-

FOR THE POSTS OF PROCESS SERVER

Date	Day	Reporting Time	Interview start from	Alphabets
06.03.2025	Thursday	11:00 A.M.	01:30 P.M.	A to G
07.03.2025	Friday	11:00 A.M.	01:30 P.M.	H to R
10.03.2025	Monday	11:00 A.M.	01:30 P.M.	S to Z
11.03.2025	Tuesday	11:00 A.M.	01:30 P.M.	Candidates sponsored by Employment Exchange and Zila Sainik Board

FOR THE POSTS OF PEON

Date	Day	Reporting Time	Interview start from	Alphabets
12.03.2025	Wednesday	11:00 A.M.	01:30 P.M.	A to G
17.03.2025	Monday	11:00 A.M.	01:30 P.M.	H to N
18.03.2025	Tuesday	11:00 A.M.	01:30 P.M.	O to R
19.03.2025	Wednesday	11:00 A.M.	01:30 P.M.	S and T
20.03.2025	Thursday	11:00 A.M.	01:30 P.M.	U to Z
21.03.2025	Friday	11:00 A.M.	01:30 P.M.	Candidates sponsored by Employment Exchange and Zila Sainik Board

Candidates shall report at **Judicial Court Complex, District Courts, G.T. Road, Panipat**, for the Interview as per above schedule. The candidates shall also bring their original documents/testimonials qua their qualifications including Caste Certificates, Income and Asset Certificate (For EWS Candidate), Sports Gradation Certificate (For ESP Candidate), Disability Certificate (for PwBD Candidate) and identity proof at the time of interview, failing which they shall not be allowed for interview.

INSTRUCTIONS:

1. Application containing complete particulars on as per proforma attached, with recent photograph of candidate affixed thereon along with attested copies of testimonials/Certificates besides two self-addressed properly stamped envelopes should reach the office of District and Sessions Judge, Judicial Court Complex, District Courts, G.T. Road, Panipat, either by registered post or by hand well before the closing date i.e. **28.02.2025 by 05:00 P.M.** Application form can be downloaded from the website of District Courts, Panipat.
2. Application(s) received after due date and time (including delay on the part of postal authorities) or without requisite documents shall not be entertained in

any manner and will be liable to be rejected outright without assigning any reason and no correspondence in this regard will be entertained.

3. Candidate(s) shall submit separate application for each post.
4. Only hard copies of applications including full particulars alongwith requisite testimonials are required to be submitted either in person or through registered post. No application/bio-data received through e-mail would be entertained/accepted in any manner.
5. If on verification at any time before or after the interview, it is found that the candidate does not fulfill any of the eligibility condition, his/her candidature will be cancelled without any intimation to the candidates. However, rejection list would be uploaded on the website of this office i.e. <https://panipat.dcourts.gov.in/>
6. Any candidate belonging to General or reserved category can submit only one application for a particular category. In case, a candidate submits more than one application, then last application will be considered.
7. Persons with Benchmark Disabilities (PwBD) who have minimum 40% disability, shall be considered as a PwBD candidate for this engagement process and they shall submit certificate in this regard issued by the competent authority with their application.
8. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per enclosed performa.
9. Persons applying under ESP (Eligible Sports Person) quota have to submit the Sports Gradation Certificate of the appropriate Grade issued by the Competent Authority as per enclosed performa.
10. The certificate for the claim of reservation must be issued by the Competent Authority.
11. A candidate seeking appointment on the basis of backward class reservation must ensure that he/she possesses the latest BC certificate and does not fall in

- 'Creamy Layer'. Application should be accompanied by requisite certificate and an affidavit to the effect that candidate does not fall in 'Creamy Layer' as per enclosed performa.
12. Candidates working in Government Departments/Semi Government Departments/PSU/Corporations/Boards are required to apply through proper channel.
 13. 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 fixed by the Selection Committee.
 14. List of eligible candidates showing the Roll Numbers will be uploaded on the website of District Courts, Panipat well before the commencement of the interview, however, no separate call letters for interview will be sent/issued to the eligible candidates.
 15. No TA/DA is admissible to any candidates appearing in the test/interview for the post mentioned above.
 16. Candidates are advised to visit official website i.e. <https://panipat.dcourts.gov.in/> regularly, for latest updates with regard to selection process.

Sd/-
District & Sessions Judge,
Panipat.

To

The District & Sessions Judge,
Panipat.

Affix here
Photograph

Subject: Application for the post of Process Server.

BIO-DATA

Name of the Candidate : _____

Father/Husband's Name : _____

Date of Birth : _____

Sex : _____

Educational Qualification : _____

Permanent Address : _____

Correspondence Address : _____

Category : _____

Nationality : _____

Mobile Number : _____

E-mail ID : _____

Experience, if any : _____

Yours faithfully,

(Signature of applicant)

To

The District & Sessions Judge,
Panipat.

Affix here
Photograph

Subject: Application for the post of Peon/Additional Peon/Chowkidar/
Waterman etc.

BIO-DATA

Name of the Candidate : _____
Father/Husband's Name : _____
Date of Birth : _____
Sex : _____
Educational Qualification : _____
Permanent Address : _____

Correspondence Address : _____

Category : _____
Nationality : _____
Mobile Number : _____
E-mail ID : _____
Experience, if any : _____

Yours faithfully,

(Signature of applicant).

Government of Haryana
(Name & Address of the authority issuing the certificate)
(ECONOMICALLY WEAKER SECTIONS)

EWS INCOME AND ASSET CERTIFICATE

Certificate No..... Date:

VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari son/daughter/wife of is permanent resident of Village/Street Post Office....., District, Pin Code whose photograph is affixed below and attested below belongs to Economically Weaker Sections, since the gross annual income* of his/her family** is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year.....

It is further certified that His/her family does not own or possess any of the following assets*** :

- I. 5 acres of agricultural land and above;
 - II. Residential flat of 1000 sq. ft. and above;
 - III. Residential plot of 100 sq. yards and above in notified municipalities;
 - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
 - V. Total immovable assets owned are valued at Rs. One Crore or more.
2. Shri/Smt./Kumari belongs to the caste, which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office
Name
Designation

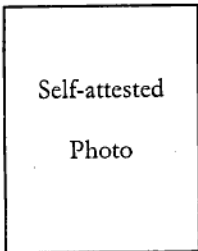
Recent Passport size attested photograph of the applicant

*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.
 **Note 2: The term "Family" for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.
 ***Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.

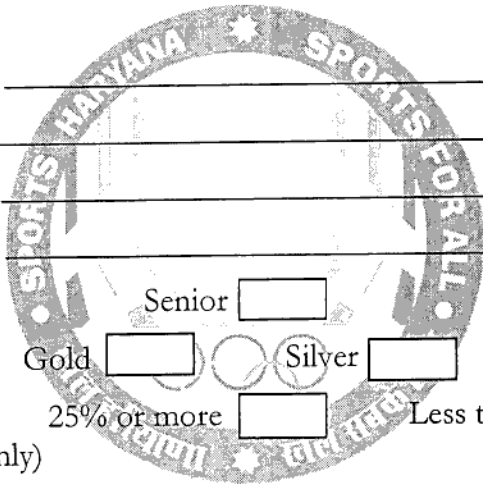


Certificate No. _____

SPORTS GRADATION CERTIFICATE



1. Name of Sportsperson: _____
2. Aadhaar No.: _____
3. Mobile No.: _____
4. Name of District to which sportsperson belongs: _____
5. Domicile State: _____
6. Plays for (Name of State/Organization): _____
7. Name of Sports Discipline: _____
8. Best Sports Achievement:
 - i. Name of Tournament: _____
 - ii. Month & Year: _____
 - iii. Venue of Tournament: _____
 - iv. Organizing Authority: _____
 - v. Tournament Type: Senior Junior
 - vi. Medal won (if any): Gold Silver Bronze
 - vii. Participation Level: 25% or more Less than 25%
(in case of team game only)



Date: _____

(Signature of Sportsperson)

.....For official use only.....

Checked. A copy of supporting documents (self-attested) in support of the claim is retained in office.

Date: _____

Granted Grade ____ Sports Certificate.

District Sports & Youth Affairs Officer, _____

Director, Sports[#]

DEPARTMENT OF SPORTS & YOUTH AFFAIRS, HARYANA

[#]Required in case of Grade-A or Grade-B Sports Certificate only.

Annexure-I

TO WHOM IT MAY CONCERN

I undersigned solemnly declare that I claim benefit of reservation on the basis of valid Backward Class Certificate issued by the State in which I am domiciled / permanent resident. There is no change in my status and I do not fall in the creamy layer under the law and rules applicable to me.

Dated:

Signature _____

Name
(in block letters) _____

Father's Name
(in block letters) _____

Post Applied For _____