

: OFFICE OF THE DISTRICT & SESSIONS JUDGE, MANSA:

Applications, on the prescribed proforma, given below are invited upto **05:00 PM on 10.10.2022** with complete bio-data alongwith self attested/attested copies of testimonials, recent passport size photograph for **09 posts of Clerk (on adhoc basis)**, initially for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab & Haryana, Chandigarh, whichever is earlier, as per detail given below:-

Sr. No	Name of the post	Number of posts	Pay Scale	Qualification	Age as on 01.01.2022
1.	Clerk (on adhoc basis)	09 (Nine) Reservation of posts will be as per policy of the Government of Punjab as well as of the Punjab & Haryana High Court, Chandigarh.	Consolidated salary as per letter No. 7/204/2012-4FPI/66 dated 15.1.2015 and revised as per letter No. 7/204/2012-4FPI/1049 dated 21.12.2015 of the Government of Punjab, subject to increase or decrease on account of revision of DC rates or as admissible from time to time and as per the instructions received from the Hon'ble High Court of Punjab & Haryana, Chandigarh.	A Degree of Bachelor of Arts/Science or equivalent thereto from a recognized University and should have passed Matriculation with Punjabi as one of the subject. The candidate should have proficiency in operation of computers.	18 to 37 years for General category and Relaxation to reserved categories will be given as per Punjab Government Rules.

Note:-


1. Incomplete applications and those received after 05:00 PM of due date i.e. 10.10.2022 shall be rejected, without assigning any reason. The office will not be responsible for any postal delay or wrong delivery whatsoever.
2. The number of above said posts may increase or decrease.
3. The date and time for Test/ Interview for the post of Clerks (on adhoc basis) will be informed later on via official website of this office i.e. <https://districts.ecourts.gov.in/mansa>. Date(s) of test/interview may be cancelled/changed/extended in the event of any administrative reason arising later on depending upon unforeseen circumstances or number of candidates etc. without any prior notice.
4. The candidates are advised to visit the website of this office on regular basis for any updation (Dates of test/interview etc.) qua this recruitment process.
5. No TA/DA will be paid to the candidates appearing for the test/interview.
6. No separate call letters for test/interview will be issued and the candidates are required to appear for test/interview at their own on the dates of test/interview alongwith their original certificates.
7. If no suitable candidate from the reserve category is found as per rules then the post of reserve category will be offered to the candidate of General Category.
8. The envelope containing application should be **super scribed** in capital letters as "**APPLICATION FOR THE POST OF CLERK**".


District and Sessions Judge
Mansa 17-9-22

5928 to
Endst. No. 5932 Dated 17-09-2022

A Copy is forwarded to:-

1. All the District & Sessions Judges in the State of Punjab with a request to obtain and send the applications of retrenched/surplus officials, if any to this office on or before 10.10.2022 for the posts of Clerks (on adhoc basis).
2. The District Employment Generation and Training Officer, Mansa for sending the list of eligible candidates on or before last date fixed for receipt of applications.
3. Daftri of this office with a direction to display this notice on the notice board of this office.
4. The Manager, Newspaper 'English Tribune' Bathinda, with a request to publish the above said notice in the newspaper immediately and send a copy of the newspaper alongwith bill to this office at the earliest.
5. System Assistant of this office to upload the public notice on official website of this Court.


District & Sessions Judge,
Mansa 17-9-22

PROFORMA

:OFFICE OF THE DISTRICT & SESSIONS JUDGE, MANSA:

Application for the Post of Clerk (on Adhoc basis)

1. Name (in block letters) : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on 01.01.2022 : _____
5. Educational Qualification : _____

6. Other Qualification : _____
7. Experience, if any : _____
8. Category Gen./SC/BC/OBC/ESM etc.: _____
9. Permanent Address : _____

10. Postal Address : _____

11. Contact No. : _____
12. Email ID : _____

Affix
Passport
Size
photograph

Enclosures:

Date:- _____

Place:- _____

Signature of the Candidate