

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PANIPAT

EMPLOYMENT NOTICE

Applications are invited for filling up **40 (Forty) posts of Clerk** as mentioned in table below, purely on adhoc basis for a period of six months or till the regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier, on consolidated pay of Rs.25,500/- (i.e. initial pay in FPL-4) or revised by the Government of Haryana from time to time.

| Gen | EWS of Hry. (Genl.) | SC of Hry. | BC-A of Hry. | BC-B of Hry. | PWBD of Hry. (Hard Hearing) | ESM | | | | Total |
|-----|---------------------------|------------------|--------------------|--------------------|--------------------------------|---------|----|------|------|-------|
| | | | | | | General | SC | BC-A | BC-B | |
| 12 | 3 | 10 | 06 | 04 | 01 | 01 | 01 | 01 | 01 | 40 |

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.

In case of non availability of candidates belonging to reserved category, then the posts may be filled up from amongst the candidates available in unreserved category, subject to availability, in terms of explanation to Rule 7 of the Haryana Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997.

The candidates, who are having below mentioned qualification may submit their applications for the abovesaid post, in the office of District and Sessions Judge, Judicial Court Complex, District Courts, G.T. Road, Panipat-132102, either by hand or by post.

Qualification: The qualification for the aforesaid posts shall be as under:-

1. A candidate who holds a degree of Graduation in any stream or equivalent thereto from a recognized University and must have proficiency in operation of Computer (word processing and spread sheets).
2. A candidate must pass matriculation examination with Hindi or English as one of the subject.

3. A candidate should fulfill the condition of qualification as on 01.07.2025.

Mode of Selection:

The selection for the posts of Clerk (on adhoc basis) will be made on the basis of a written examination in the subjects of (i) English Composition and (ii) General Knowledge, consisting of 50 marks each. No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate (33% qualifying marks in each subject) in the written examination. The candidates, who would qualify the prescribed written test shall be called for Computer Proficiency Test/Computer Typing Test. The candidates will have to qualify Computer Proficiency Test/Computer Typing Test in English at the speed of 30 w.p.m.

Age Limit:

No person shall be recruited to the service by direct appointment, if he/she is less than 18 years or is more than 42 years of age as on 01.07.2025. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by the Haryana Government from time to time.

Last Date:

The applications should reach in the office of the undersigned on or before 31.07.2025 till 5:00 P.M. by mentioning on the top of the envelope "**Application for the post of Clerk (Adhoc basis)**". The applications received after due date shall not be entertained.

Date of Examination:


The date, time and place of written examination will be uploaded on the website <https://panipat.dcourts.gov.in/> No separate information for the written test would be given. Candidates are advised to go through the website.

Instructions:

- (a) Application as per proforma attached, with recent photograph of candidate affixed thereon containing full particulars i.e. Name, Father's/Husband's Name, Date of Birth, Sex, Educational Qualification, Category, Permanent address, present postal address, Nationality, Contact Number, E-mail Id, experience if any, along with attested copy of relevant 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. **31.07.2025 by 05:00 P.M.**

- (b) The incomplete applications, such as without name of post applied for, category which the candidates belongs, date of birth, educational qualification and filed without photograph, envelopes and attested copies of relevant certificates, testimonials and received after due date or before the date of advertisement, shall be rejected out-rightly 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/> .
- (c) Only hard copies of applications 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.
- (d) 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.
- (e) Candidates working in Government Department, Semi Government, any Corporation or any Boards are required to apply through proper channel.
- (f) No TA/DA is admissible to any candidates appearing in the test/interview for the post mentioned above.
- (g) Candidates are advised to visit official website i.e. <https://panipat.dcourts.gov.in/> regularly, for latest updates with regard to selection process.
- (h) This office will not responsible for any postal delay.
- (i) The number of vacancies may increase or decrease.


(Sudesh Kumar Sharma),
District & Sessions Judge,
Panipat. 6/7/25

To

The District & Sessions Judge,
Panipat.

Affix here
Photograph

Subject: Application for the post of Clerk purely on adhoc basis.

BIO-DATA

Name of the Candidate : _____
Father/Husband's Name : _____
Date of Birth : _____
Age as on 01.07.2025 : _____
Sex (Male/Female) : _____

Educational Qualification :

| Examination/ Degree | Board/University | Year of Passing | Divn/ Class | % of Marks |
|----------------------------------|------------------|-----------------|-------------|------------|
| 10 th /Matric | | | | |
| Graduation | | | | |
| Other qualification if any | | | | |

Permanent Address : _____

Correspondence Address : _____

Category : _____

Nationality : _____

Mobile Number : _____

E-mail ID : _____

Experience, if any : _____

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 applicant)