

OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR

PUBLIC NOTICE

Applications, on the prescribed proforma are invited for filling up of 14(fourteen) posts of Clerk (Adhoc Basis) for the period of six month or till regular appointment are made, whichever is earlier, on the Consolidated salary amounting to Rs. 29200/- in view of the instructions issued by the Hon'ble Punjab and Haryana High Court Chandigarh, vide letter No. 1509 Spl/E.II/VII.B.4(Pb.)7-E dated 18.10.2025, subject to any further revision as per latest instructions/Clarifications received from Government of Punjab and duly adopted by Hon'ble Punjab and Haryana High Court, Chandigarh. The applications on prescribed proforma shall reach the below mentioned address by **28.11.2025** before 05:00 p.m.

**"Office of the District & Sessions Judge, Gurdaspur,
Judicial Court Complex, Gurdaspur"**

With regard to the details of these posts e.g. educational qualification, age limit, category of posts, schedule of Written Test, Computer Proficiency Test, selection criteria, Proforma of application form etc., as mentioned in the separate Employment notice are available on the official website "<https://gurdaspur.dcourts.gov.in>". The candidate will solely be responsible to appear in the test/interview. No Separate information in this regard will be sent to the candidates.

-sd/-

**District & Sessions Judge
Gurdaspur**

Endst No 28251-56/E Dated 03-11-2025

Copy forwarded to :-

1. All the District and Sessions Judges, in the State of Punjab, for information with a request to get this notice displayed on the notice boards of their respective Sessions Divisions.
2. All the Judicial Officers of this Sessions Division for getting the same displayed on the notice board of their respective Courts, for information of the General public.
3. The Editor "**Ajit**" Jalandhar, with the request to publish the above mentioned notice and send the copy of newspaper alongwith bill to this office at the earliest.
4. The District Employment Generation and Training Officer, District Employment Exchange, Gurdaspur and Employment Officer, Employment Exchange, Batala for sending the lists of eligible candidates for the above said posts on or before 28.11.2025.
5. The Nodal Official/System Assistant, of this office to upload the same on the official website of this office.
6. Daftri of this office, with the direction to display this notice on the notice board of this Court/Office.

-sd/-

**District & Sessions Judge
Gurdaspur**

OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR

PUBLIC NOTICE

Applications, on the prescribed proforma attached with complete Bio data alongwith self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category and two passport size photographs out of which one should be pasted on the right upper side of the application, are invited for fourteen (14) posts of Clerks (Adhoc basis) for the period of six month or till regular appointment are made, whichever is earlier, upto 05:00 P.M. **on 28.11.2025** as per detail given below :-

Sr. No.	Name of the Post	Number of Post	Pay Scale	Minimum Qualification	Age as on 01.01.2025
1.	Clerk (Adhoc basis)	TOTAL = 14 EWS(Gen) =4 EWS(Gen) (Woman)=1 BC = 2 ESM(Gen)= 2 ESM (SC)= 1 ESM General(Woman)=3 Sportsman(Woman)=1	Consolidated salary amounting to Rs. 29200/- in view of the instructions issued by the Hon'ble Punjab and Haryana High Court Chandigarh, vide letter No. 1230Spl/E.II/VII.B. 4(Pb.)7-E dated 03.12.2024.	Degree of BA/B.Sc. or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation and having proficiency in operation of computer.	18 to 37 years for General Category and relaxation to reserved categories will be given as per Punjab Government rules.

Post will be filled up on the basis of following qualification criteria:

Sr. No.	Subject	Max. Marks	Qualifying Marks	Remarks
1	English Composition	50	33%	No candidate shall be considered for appointment unless he/sh obtains 40% marks in the aggregate in the written examination and having proficiency in operation of computer.
2	General Knowledge	50	33%	

Out of the candidates who qualify the written examination will be called for Computer Proficiency Test.

SCHEDULE OF TEST/INTERVIEW:-

Venue and schedule of Written Test, Computer Proficiency Test or any other information will be notified lateron at the official website of this office i.e. "<https://gurdaspur.dcourts.gov.in>". No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

NOTE:

1. Last date of submission of application is **28.11.2025 upto 5:00 P.M.**
2. Application on prescribed proforma attached should be filled up in CAPITAL LETTERS with complete particulars.
3. The incomplete application and those received after 05:00 PM on due date i.e. 28.11.2025 shall be rejected, without assigning any reason. This office will not be

- responsible for any postal delay or wrong delivery, whatsoever.
4. Before applying the post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
 5. Candidates are required to bring at least one Photo ID prof on the day of written test and Computer Proficiency Test.
 6. Selected candidates must bring their original testimonials with them, at the time of test/interview. No TA/DA will be paid to the candidates appearing for test/interview and no separate information regarding interview/test will be given.
 7. Number of Posts, may be increased or decreased due to administrative reasons. In case of cancellation/postpone of test/interview due to administrative reasons, this office shall not be responsible.
 8. The post of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserved category is found eligible, as per law, whatever permissible.
 9. All applicants must mention contact number and Email ID in the application form.

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District & Sessions Judge
Gurdaspur

OFFICE OF THE DISTRICT & SESSIONS JUDGE, GURDASPUR.

APPLICATION FOR THE POST OF CLERK (ON ADHOC BASIS)

Paste
Recent Passport
Size
Photograph.

1	Name (in Block letters)	
2	Father's Name	
3	Date of Birth	
4	Category	
5	Nationality	
6	Permanent Address	
7	Correspondence Address	
8	Contact No.	
9	Email Address	
10	Whether passed Matriculation Examination with Punjabi as one of the subject (Yes/No)	
11	Experience (attach Experience certificate)	

Educational Qualification:

Name of the Examination	Name of Degree	Board/University	Years of Passing	Marks Secured	Total Marks	% age of Marks
Matric						
Sr. Secondary						
Graduation						
Post Graduation						
Any other						

Declaration

I have read the terms and conditions of the advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature is liable to be rejected. I further certify that the attested copies of the certificate/documents attached with the application are correct and true copies.

Place _____

Date _____

(Signature of Applicant)