

OFFICE OF DISTRICT AND SESSIONS JUDGE, FARIDABAD

EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts:-

Sr. No.	Name of Posts	Number of Vacancies					Pay Scale	Remarks	
1.	Process Server	15 Posts					Pay matrix of FPL-DL (Rs.16,900-53,500/-) plus usual allowances	Purely temporary but on regular basis.	
		General	SC	BC-'A'	BC-'B'	ESM (Gen.)			
		08	03	02	01	01			
2.	Peon	36 Posts					Pay matrix of FPL-DL (Rs.16,900-53,500/-) plus usual allowances	Purely temporary but on regular basis.	
		General	SC	BC-'A'	BC-'B'	PWD (a) blindness and low vision (b) deaf and hard of hearing			ESM of different categories
		18	06	03	03	02			Gen. = 01 BC-'A' = 01 BC-'B' = 01 SC = 01
3.	Sweeper	01 Post					Pay matrix of FPL-DL (Rs.16,900-53,500/-) plus usual allowances	Purely temporary but on regular basis.	
4.	Lift Operator	02 Posts (General)					Base wage rates of Rs.17,520/- (Level-I of Category-I Districts) fixed by Haryana Kaushal Rozgar Nigam, from time to time.	Contractual basis for the financial year 2023-2024 i.e. upto 29.02.2024 which may be further extended with the prior permission of Hon'ble High Court	
5.	Generator Operator	01 Post (General)					-do-	-do-	

Note:The number of vacancies may increase or decrease due to creation or withdrawal of courts, retirements, promotions, adjustment of surplus staff 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/U.T. will be considered as a 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 candidate of reserved category for the posts of Process Servers and Peons, the reserved posts shall be filled up from the suitable candidate(s) of general category.

Selection for the posts of Process Servers and Peons shall be made strictly in accordance with amended Rule 7 of Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997.

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1. Essential Qualification:

Process Servers	Matriculate with knowledge of Hindi or Punjabi.
Peons	Candidates who have passed Middle standard examination and possess knowledge of Hindi/Punjabi.
Sweeper	Candidate should have experience of the duties required to be performed by him/her. However, he/she should be able to sign in Hindi or Gurmukhi language as the case may be.
Lift Operator	(i) Matric with Hindi or Sanskrit and; (ii) 5 years experience in operation of lift.
Generator Operator	(i) Matric with Hindi or Sanskrit and; (ii) 8 years experience as Generator Operator

2. AGE LIMIT (for all posts):

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 01.01.2023. 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 **23.10.2023** 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. Date and place of Interview:

The date and schedule of interview would be uploaded on the official website of this office i.e. <https://districts.ecourts.gov.in/faridabad> in due course. Candidates are advised to visit the website regularly w.e.f. **23.10.2023**. No separate call letters/intimation for interview will be sent to candidates.

5. **Separate Application for each post** on plain paper mentioning **name of post applied for** affixing recent passport size photograph mentioning complete particulars i.e. Name, Father's/Husband's Name, Date of Birth, Gender, Caste, Educational Qualification, Experience, Permanent address, present postal address, Nationality, Contact Number along with attested copies of relevant certificates/documents should reach in the office of District and Sessions Judge, District Court Complex, Sector-12 Faridabad, either by registered post or by hand well before the closing date i.e. **23.10.2023 by 05:00 P.M.**. Applications received through e-mail shall not be entertained.

6. Incomplete applications, such as without name of post applied for, date of birth, educational qualification, without photograph, without 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.

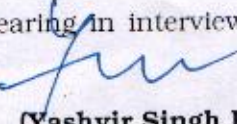
7. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date or before the date of advertisement.

8. Candidates working in Government Department, Semi Government, any Corporation or any Boards are required to apply through proper channel.

9. Persons with Disabilities (PWD) while applying for the reserved post of Peon shall mention their category in their application form. The candidates of reserved category (BC-A, BC-B & SC, as the case may be) shall also annex self attested copy of their caste certificate alongwith their application forms.

10. No TA/DA is admissible to any candidates appearing in interview for the posts mentioned above.

Dated: 05.10.2023.


(Yashvir Singh Rathor),
District and Sessions Judge,
Faridabad.