

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MOGA.

Public Notice

Applications on attached proforma, giving complete bio-data and accompanied by attested copies of testimonials i.e. proof of qualification, date of birth, category belongs to, contact no., two passport size photographs out of which one should be pasted on the right upper side of the application, for filling up the following posts of Process Servers and Peons are invited till **05.03.2025** before **5:00 pm**. The qualification, pay and other criteria to fill up these posts is as under:-

Sr. No.	Name of Post	Total No. of Posts	Scale	Qualification	Age as on 01.01.2025
1.	Process Servers	Total-7 2- General 1- SC (M/B) 1-SC (Other) 1- BC 1-ESM(Gen.) 1-Genl (EWS)	Pay matrix Level-1 with basic pay of Rs. 18,000/- admissible as per 7 th Central Pay Commission, subject to any further revision and other instructions issued by the Govt. of Punjab or the Hon'ble High Court of Punjab and Haryana, Chandigarh from time to time.	The candidate should be matriculate with knowledge of Punjabi language.	18 to 35 years as on 01.01.2025 with the relaxation in age to the reserved categories as per rules/instructions issued by the Hon'ble High Court of Punjab and Haryana, Chandigarh as well as Punjab Government.
2.	Peons	Total-10 3 - General 2 - SC (M/B) 2 - SC (Other) 1- ESM (Gen.) 1- ESM(SC) 1- Gen.(EWS) (including six (6) anticipated posts of Peon for the newly recruited Judicial Officers, who will join in the month of March/April 2025.)	Pay matrix Level-1 with basic pay of Rs. 18,000/- admissible as per 7 th Central Pay Commission, subject to any further revision and other instructions issued by the Govt. of Punjab or the Hon'ble High Court of Punjab and Haryana, Chandigarh from time to time.	Should have knowledge of Punjabi language upto middle standard.	18 to 35 years as on 01.01.2025 with the relaxation in age to the reserved categories as per rules/instructions issued by the Hon'ble High Court of Punjab and Haryana, Chandigarh as well as Punjab Government.

Note:- Appointment letters to the selected candidates against the 6 anticipated posts of Peon (which are to be created for newly recruited Judicial Officers who will join in the month of March/ April, 2025) would be issued on joining of newly recruited Judicial Officers.

Date, Time and Venue of the Interview:-

Particular	Schedule	Timing of Interview	Venue of Interview
Date of Interview for the post of Process Server	(A-M) 10.03.2025 (N-Z) 11.03.2025	10:00 AM	Judicial Courts Complex, Moga.
Date of Interview for the post of Peon	(A-M) 12.03.2025 (N-Z) 13.03.2025	10:00 AM	Judicial Courts Complex, Moga.

Note :-

1. Applications giving full details alongwith two recent identical passport size photograph and self attested copies of relevant testimonials i.e. proof of Qualification, Date of Birth, category to which he /she belongs to etc., must be attached with the application, for the abovesaid posts and should reach to the **office of District & Sessions Judge, Moga, Judicial Courts Complex, G.T. Road, Moga**, before **5:00 PM** on **05.03.02025**. No application will be entertained thereafter. Incomplete applications and received after last date shall not be entertained This office will not be responsible for any postal delay or wrong delivery, whatsoever.
2. Before applying to the above said posts, the candidates 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 candidates shall be immediately removed from the service. Merely satisfying eligibility criteria does not entitle a candidate to be selected.
3. All candidates must bring the original testimonials with them, at the time of interview/Skill Assessment test. No. TA/DA will be paid to the candidates for this purpose.
4. The candidate will be solely responsible to appear in the interview/skill assessment test. No separate information in this regard will be sent to any candidate.
5. Preference will be given to retrenched employees of Sessions Division of State of Punjab.
6. The reservation of vacancies is as per the policy of Hon'ble High Curt as well as of Punjab Government. Further, if no candidate of reserved category is available then appointment will be made from General Category as per Rule 8 of Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Group-D, Service Rule, 2012, contained in Chapter -18, Part-A, Volume-1 of Punjab and Haryana High Court Rules and Order, as the case may be.
7. It is clarified that permission to appear in the interview is only provisional and all the other required criteria for the post of Peon would be considered separately later on by scrutinizing the applications. Also the objections/discrepancies, if any, in such applications would be considered later on and the candidates would be considered for the post only, if their candidature/application is found in order.
8. All candidates must mention their contact numbers and email ids in their application forms.
9. The number of posts mentioned above can be increased or decreased without any notice.
10. In case any administrative reasons arise later on, interviews can be cancelled/postponed without any prior notice.

11. The candidate should fulfil the condition of qualification on the last date of the receipt of application.
12. Candidates have to apply separately for each post, if he/she wants to apply for more than one post.
13. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.

Sd/-

District & Sessions Judge,
Moga.

Endst. No. **634/EB**

Dated **15.02.2025**

Copy forwarded to:-

1. All the District and Sessions Judges in the State of Punjab with the request to obtain and send applications alongwith service record and ACR files of retrenched/surplus employees, if any, to this office on or before 05.03.2025 before 05:00 PM.
2. All the Judicial Officers of this Sessions Division, for information with a request to get this notice displayed on the notice boards of their respective Sessions Division.
3. The District Employment Generation and Training Officer, Moga for sending the list of eligible candidates to this office on or before 05.03.2025.
4. System officer of this Sessions Division to upload the Public Notice on the official website of this Sessions Division.
5. Be pasted on the Notice board of this court.

Sd/-

District & Sessions Judge,
Moga.