

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, LUDHIANA**

**PUBLIC NOTICE**

Applications on prescribed proforma are invited for filling up of 32 posts of Clerks on adhoc basis, for a period of six months or till regular appointments are made, by the Hon'ble High Court, whichever is earlier. The application on prescribed proforma shall reach the below mentioned address by 17.9.2021 before 5:00 PM :-

*"Office of the District & Sessions Judge, Ludhiana,  
New Judicial Courts Complex, Ludhiana"*

For further details and specimen of proforma, candidates can see Employment Notice No.4 of 2021, which is available on the official website "<https://districts.ecourts.gov.in/ludhiana>."

*l-s*  
District and Sessions Judge,  
Ludhiana.

Endst. No. 4532 /G Dated, Ludhiana the 02 <sup>Sept</sup> August, 2021.

A copy is forwarded to the followings for information and necessary action:-

1. All the District & Sessions Judges in the State of Punjab (alongwith Copy of Employment Notice No.4 of 2021) with request to display this notice on the Notice Boards of their Courts;
2. All the Judicial Officers working in this Sessions Division, to display the notice on the Notice Boards of their Courts;
3. The Deputy Commissioner, Ludhiana with a request to get it displayed on the notice Board of his office;
4. The Editor, Tribune with a request to publish the above-mentioned notice and send the copy of newspaper along with bill. to this office at the earliest;
5. The Deputy Director, Employment Generation and Training, District Bureau of Employment Generation and Training, Ludhiana alongwith copy of Employment Notice No.4 of 2021 and form of notification of vacancies with the request to send applications of eligible candidates with list;
6. The System Officer with the directions to upload the above public notice alongwith Employment Notice 4 of 2021 on the official website of "<https://districts.ecourts.gov.in/ludhiana>."
7. Daftri of this office with a direction to display this notice on the Notice Board of this Office.

*l-s*  
District and Sessions Judge,  
Ludhiana.

**EMPLOYMENT NOTICE**

**NO.4 OF 2021**

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA**

**PUBLIC NOTICE**

Applications are invited for the filling up of 32 posts of Clerks on adhoc basis, for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, from the eligible candidates on the prescribed proforma (given below) alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. alongwith two passport size photographs (one to be pasted on the right upper side of the prescribed proforma), up till the 5:00 PM of 17.9.2021:-

Educational Qualification/ Selection Criteria	Emoluments	Age Limit	Number of Posts	
Candidates must a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognised university with Punjabi as one of the subjects in Matriculation or equivalent thereto and shall also have proficiency in computer.	Consolidated monthly emoluments which are equal to the minimum of the pay band of the pay scale of Rs.10300-34800+3200 GP or minimum wages rates fixed by the Deputy Commissioner, Ludhiana, whichever is higher	The candidate should be between 18 to 37 years of age as on 1.1.2021. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.	General	16
			SC (Mazbhi/Balmiki)	4
			PHC*	1
			SC(Others)	2
			BC/OBC	4
			ESM (General)	3
			ESM(SC)	2
			<b>Total</b>	<b>32</b>

\*The post pertaining to the PHC category will be filled up from the candidates having locomotor disability.

- The above-mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made from general category.
- Number of vacancies may be altered without any prior notice.
- Only Scheduled Caste, PHC, BC/OBC, Ex-Serviceman candidates of Punjab domicile are eligible for seeking benefit of reservation. Candidates who belong to reserve category shall attach copy of their respective category certificate duly issued by the competent authority failing which he/ she will be considered in General Category.
- The pay scale under which allowance are to be paid to the adhoc Clerks is subject to the receipt of any clarification/ amendment from the Govt. of Punjab as well as the Hon'ble Punjab & Haryana High Court.

### SELECTION CRITERIA

The selection shall be made by conducting written test (General knowledge and English Composition). Thereafter, shortlisted candidates (on the basis of the merit list) equal to ten times of vacancy will be called for Computer proficiency Test/Interview.


### DATE, TIME & VENUE OF TEST

The written test is likely to be conducted in the month of October, 2021. The exact details (date, timing, venue etc.) of the written test as well as computer proficiency test will be displayed on the notice board of the Office of the undersigned as well as on the website <https://districts.ecourts.gov.in/ludhiana>. Candidates in their own interest are advised to check the website, frequently. No separate/ individual information will be given to any candidate by this office.

### NOTES

1. Application on prescribed proforma should be legibly filled up in CAPITAL LETTERS with complete particulars. Candidate has to send the "signed application form" along with all required supporting documents. Application sent by post in an envelope must be super scribed "APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS." Further, one envelope should contain only one application.
2. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.
3. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after due date shall not be entertained.
4. The candidates are required to bring at least one photo ID proof on the day of test.
5. The candidates shall wear masks throughout the process of his/her test. Further, the candidates will strictly adhere to the guidelines issued by the MHA, India, State Govt and Hon'ble High Court viz-a-viz COVID-19.
6. No separate TA/DA will be given to the candidates appearing for test.
7. The scheduled test can be postponed/ cancelled, without any prior notice. In that case, next date of test shall be displayed on the notice board of this Office as well as on the website, stated above. No separate intimation will be sent to any candidate.
8. The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of selection process, if it is found that an applicant does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.
9. The number of vacancies as shown above are tentative and may be increased or decreased in future due to administrative exigencies and this office reserves the right to prepare a Merit List/ Waiting List of the candidates with more than actual/tentative number of vacancies.

10. In case the sufficient/required number of candidates are not available in any of the respective reserved category, then the vacancies left unfilled in such reserved category may be filled by this office from amongst the candidates available in unreserved category, subject to their availability.
11. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office shall reserve the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the public notice/employment notice.

  
District and Sessions Judge,  
Ludhiana.

(PROFORMA)

APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS IN THE  
SESSIONS DIVISION, LUDHIANA

1. Name :
2. Father's Name/Husband :  
Name
3. Date of Birth :
4. Age as on 1.1.2021 :  
(attach proof)
5. Qualification :  
(Attach Proof)
6. Whether Punjabi passed :  
upto matriculation or  
equivalent thereto  
(attach proof)
7. Category (Attach Proof) :
8. Permanent Address :
9. Correspondence Address :
10. Nationality :
11. Telephone/Mobile No. :

Signature of candidate