

**OFFICE OF THE DISTRICT & SESSIONS JUDGE : RUPNAGAR.**

**PUBLIC NOTICE**

Applications are invited from the eligible candidates along with two recent identical passport size photographs (one duly pasted and one stapled on the application form) strictly on the prescribed performa attached with the notice till 05:00 p.m. of 15.12.2022 for filling up 12 posts of Process Server on regular basis.

Sr. No.	Post	No. of posts.	Pay Scale	Education	Age Limit
1.	Process Server	12 (Twelve) Gen = 5 ESM = 2 BC = 3 Handicapped = 1 SC=1	Salary, pay, allowances etc, shall be governed as per the latest rules and instructions issued by the Govt. of Punjab for subordinate Courts duly adopted by the Hon'ble High Court from time to time	Should be matriculate with knowledge of Punjabi Language	The candidates should not be below 18 years and not above 35 years of age as on <b>31.10.2022</b> the relaxation of age will be given to the candidates belonging to reserve category as per instructions of Hon'ble High Court as well as Punjab Government issued from time to time.

**Note:-**

**The benefit of reservation will be extended only to the applicants, who have domicile of Punjab. The applicants of Other States seeking reservation will be treated under General category.**

**Note:-**

**The candidates who were called for interview for the posts of Process Server (to see the list please check [https://districts.ecourts.gov.in/sites/default/files/Process%20Server\\_20.pdf](https://districts.ecourts.gov.in/sites/default/files/Process%20Server_20.pdf)) vide Recruitment order/2/P.S/24.02.2022 need not to apply again and they are provisionally allowed to appear in the interview in lieu of the public notice dated 10.09.2021. Other candidates whose candidature were canceled or not canceled for interview have to apply fresh applications.**

**Note:-**

1. Self attested copies of relevant testimonials i.e. proof of qualification and date of birth, reserved category certificate issued by the competent authority and identity proof must be attached with the application and should reach in this office by 5:00 PM of 15.12.2022. No application will be entertained thereafter.
2. The date of Interview for the post of Process server will be 20.12.2022 and 21.12.2022 (List of candidates along with interview timings will be uploaded on the official website of Rupnagar Sessions Division in due course of time, <https://districts.ecourts.gov.in/india/punjab/rupnagar/recruit>)
3. All the candidates must bring the original testimonials with them, at the time of interview. No TA/DA will be paid to the candidates appearing for interview and no separate information regarding interview will be given.
4. Incomplete applications will be rejected summarily without any notice.
5. If no candidate from reserved category is found suitable, then the said post will be offered to the candidates belonging to the General category.
6. Number of posts mentioned above may increase or decrease. In case of administrative reasons arising later on, the interview for the aforesaid post can be canceled/postponed, this office will not be responsible.
7. In the application, it should be clearly mentioned as to whether any FIR/ Crl. Case was/is registered/pending against the applicant, with the police or any court. If yes, status of the same be attached with the application .
8. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
9. The undersigned reserves the right to alter/modify or change any of the term and conditions including selection criteria etc. spelt out in the advertisement.

  
**DISTRICT & SESSIONS JUDGE  
RUPNAGAR.**

15625-29  
Endst No. \_\_\_\_\_ Dated, Rupnagar, the 5<sup>th</sup> December, 2022.

**Copy forwarded:-**

1. All the District & Sessions Judges, in the State of Punjab with the request to obtain and send the applications along with service record of retrenched/surplus Process Servers, if any to this office on or before 15.12.2022.

2. The Manager, The Tribune, Chandigarh, and Ajit (Punjabi) Jalandhar, with the request to publish the above mentioned notice in their respective newspaper on 05.12.2022 and send the copy of the newspaper along with the bill to this office, at the earliest.
3. The District Employment office, Employment Exchange, Rupnagar for sending the list of eligible candidates for the above said posts on or before 15.12.2022.
4. Daftri of this office with the direction to display this notice on the Notice Board of this office.
5. The System Officer of this office to upload this notice on the website of Rupnagar Sessions Division.

  
**DISTRICT & SESSIONS JUDGE,  
RUPNAGAR.**

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

**APPLICATION FOR THE POST OF PROCESS SERVER**

To,

The District & Sessions Judge,  
Rupnagar.

Paste Recent  
Passport Size  
Photograph

1. Name (In Block Letters) : \_\_\_\_\_

2. Father/Husband's Name : \_\_\_\_\_

3. Date of Birth : \_\_\_\_\_

Age as on 31.10.2022 :   Years   Months   Days

4. Communication Address : \_\_\_\_\_

5. Permanent Address : \_\_\_\_\_

6. Contact No. :

7. Email Address : \_\_\_\_\_

8. Category Applied For : **General**

**(Tick Any One)** **ESM**

**BC**

**Handicapped**

**SC**

(Note: The benefit of reservation will be extended only to the applicants who have domicile of Punjab.)

9. Education Qualification : \_\_\_\_\_

10. Whether any FIR/Crl. Case : Yes  No   
is/was pending or Registered.

11. Experience, if any : \_\_\_\_\_

**Declaration:**

I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing has been concealed therein and if any information found false, my candidature will liable to be rejected.

**(Signature of the Applicant)**

**List of Documents (Self-attested) to be attached:**

1. Proof of Date of Birth.
2. Educational Qualification Certificates.
3. Caste Certificate/Category Certificate or any other certificate, for which seeking age relaxation.
4. Experience certificate, if any.
5. Identity proof.
6. Two Identical Passport Size Photographs (one duly pasted and one stapled on the application form).