

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, BHIWANI

PUBLIC NOTICE

Applications are invited from the eligible candidates to fill up Thirty Four (34) posts of Clerks, purely on adhoc basis at the minimum of Pay Scale of Clerk i.e. Rs.25500/- per month for a period of six months or till the regular appointment is made by the Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier.

The break-up of category wise reservation of above stated posts of Clerk/s is as under:-

General	General-ESM	General-PH	SC	BC-A	BC-A-ESM	BC-B	BC-B-ESM
18	01	01	06	04	01	02	01

Note:- The number of vacancies may be increased or decreased at any time on creation or withdrawal of Courts or otherwise before the completion of selection process without giving any prior notice to the candidates.

1. **AGE LIMIT: -**

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 01.01.2020, provided that relaxation in upper age limit is admissible to the reserved category candidate as per instructions of the Hon'ble High Court of Punjab and Haryana at Chandigarh and/or Haryana Government.

2. **QUALIFICATION:-**

No candidate shall be eligible to apply for the post of Clerk unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Hindi as one of the subjects on the last date fixed for receipt of application.

3. **MODE OF SELECTION**

The applicants shall have to take a written examination in the following subjects: -

Sr.No.	Subject	Max Marks	Qualifying Marks
1	English Composition	50	33%
2	General knowledge	50	33%

No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examinations and has proficiency in operation of computers (word processing and spreadsheets).

Thereafter, out of total candidates who qualify the written examination, the number of candidates as decided by the Selection Committee to be constituted for the purpose may be called for Computer Proficiency Test i.e. to assess the proficiency of candidates in operation of computer (word processing and spreadsheets), which is mandatory but the marks of this Computer Proficiency Test would not be counted towards the final merit as this test will be only qualifying in nature. Computer Proficiency Test will comprise of word processing in Part-I and in Part-II the candidates will have

to qualify the spreadsheet test.

The number of candidates as decided by Selection Committee to be constituted for the purpose, who qualify the written test as well as Computer Proficiency Test, will be called for checking of original testimonials.

Thereafter, Select List of the qualified candidates will be prepared on the basis of merit in written examination. Name of candidate(s) higher in merit would be considered for appointment as per the number of vacancies to be filled.

4. **LAST DATE**

The last date for receipt of the applications by post, by hand or by any other mode in the office of the undersigned i.e. The District and Sessions Judge, District and Sessions Court, Bhiwani is 03.12.2020 upto 05:00 P.M. Applications received thereafter shall be straightaway refused without any further correspondence. Delay on the part of the postal or other authorities shall be no ground for entertaining the applications received after due date. If the application is submitted by hand, the candidate/person submitting the application shall follow all guidelines/advisories/instructions issued by the Government of India and Haryana as precautionary measures to stop spread of COVID-19 virus including use of mask, hand sanitizers and social distancing of 6 feet etc.

5. **DATE OF EXAMINATION**

The date and venue of written examination and computer proficiency test will be intimated in due course on the official website of this office i.e. <https://districts.ecourts.gov.in/bhiwani/recruitment> and candidates are advised to regularly visit the website. No separate call letters for the written examination and computer proficiency test shall be sent to the applicants.

6. **IMPORTANT INSTRUCTIONS**

- i. Application form can be downloaded from the website of this office i.e. <https://districts.ecourts.gov.in/bhiwani/recruitment>. The application must be submitted on the prescribed proforma.
- ii. One latest passport size colored photograph duly attested from a Gazetted Officer must be affixed on the application form in the given space and self attested photocopies of the educational documents and certificates regarding category, experience etc. must be attached with the application form. The candidates must bring their original identity proof at the time of written exam and computer proficiency test.
- iii. A candidate, whether he/she belongs to General or reserve category, can submit only one application. In case, more than one application is received, his/her all application/s may be rejected.
- iv. Incomplete applications in any manner shall be straightway rejected without any information to the concerned candidate.
- v. The benefit of relaxation in age and reservation will not be extended to the applicants of reserved categories of other states.
- vi. Merely satisfying the eligibility criteria does not entitle the applicant to be called for examination. This office reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- vii. The certificate for the claim of reservation must have been issued by the

competent authority. The said certificate must be latest. Candidate claiming reservation besides submitting the relevant caste certificate shall also submit the domicile/residence certificate issued by the competent authority.

- viii. Category once filled up by the candidates shall be treated as final and no change shall be permitted at any stage of the recruitment process, thereafter.
- ix. The applicant should disclose all their educational and other qualifications in the application form. Non-disclosure thereof shall disqualify the concerned candidate for appointment and shall also render him/her liable for prosecution under relevant provisions of law.
- x. The result will be displayed only on website <https://districts.ecourts.gov.in/bhiwani/recruitment>.
- xi. The original documents shall be produced by the candidates as and when demanded.
- xii. No candidate will be allowed in the examination centers with mobile & other baggage material during written test and Computer Proficiency Test.
- xiii. No TA/DA shall be paid to the applicants for appearing in the examination and checking of original testimonials etc.

Sd/-
District and Sessions Judge
Bhiwani.