

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

**EMPLOYMENT NOTICE**

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

Sr. No.	Name of Post	Number of vacancies						Pay Scale	Remarks
1	Process Server	03 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'	PwBD Cat. (a) blindness and low vision	ESM (Gen.)		
		2	-	-	-	1	-		

Sr. No.	Name of Post	Number of vacancies									Pay Scale	Remarks
1	Peon	21 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'	PwBD Cat. (a) blindness and low vision	ESM					
							Gen	SC	BC-A			
		10	3	2	2	1	1	1	1			

Sr. No.	Name of Post	Number of vacancies						Pay Scale	Remarks
1	Sweeper	01						Pay Matrix of FPL-DL (Rs. 16,900-53,500/-) plus usual allowances	Purely temporary but on regular basis

**Note: The number of vacancies may increase or decrease due to creation or withdrawal of Courts, retirement, promotion, 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 State/U.T. will be considered as a candidate of general category. Reservation policy as enforced by Government of Haryana would be considered and applicable; provided that in case of non-availability of suitable candidate of reserved category for the Process Servers and Peon, 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 services) Rules, 1997.

## **ESSENTIAL QUALIFICATION :**

Process Server	Candidate who have passed Matriculation standard examination and possess knowledge of Hindi/Punjabi.
Peon	Candidate 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.

### **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 01.01.2024. 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 **31.07.2024** upto **5:00 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 interview will be conducted at Judicial Court Complex, Nuh. The date and schedule of interview will be as mentioned below. No separate call letters/intimation for interview will be sent to the candidates.

#### **Schedule of interview for the post of Sweeper :**

Applicants named with letters A to Z - 05.08.2024

#### **Schedule of interview for the post of Process Server :**

Applicants named with letters A to D - 06.08.2024

Applicants named with letters E to I - 07.08.2024

Applicants named with letters J to M - 08.08.2024

Applicants named with letters N to Q - 09.08.2024

Applicants named with letters R to Z - 12.08.2024

#### **Schedule of interview for the post of Peon :**

Applicants named with letters A to B - 13.08.2024

Applicants named with letters C to D - 14.08.2024

Applicants named with letters E to G - 16.08.2024

Applicants named with letters H to J - 17.08.2024

Applicants named with letters K to L - 20.08.2024

Applicants named with letter M to N	-	21.08.2024
Applicants named with letter O to P	-	22.08.2024
Applicants named with letter Q to R	-	23.08.2024
Applicants named with letters S to U	-	27.08.2024
Applicants named with letters V to Z	-	28.08.2024

5. **Separate Application for each post** 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, Category, Education Qualification, Permanent address, Correspondence address, Nationality, Contact number and Experience, if any, **on prescribed application form** should be reached to this office i.e. **Superintendent, District Courts, Judicial Court Complex, Nuh (Haryana), PIN-122107**, either by registered post or by hand well before the closing date i.e. **31.07.2024 by 5:00 P.M.** The prescribed application form can be downloaded from the website of District Court, Nuh i.e. <https://nuh.dcourts.gov.in/notice-category/recruitments/>. All Columns of application form should be filled up, if any column is found blank, then the application form will be rejected without any intimation to the candidate.
6. The candidates are not required to attach any documents/testimonials with their application form. However, they must bring their attested copies of documents/testimonials while appearing for interview.
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. Candidate working in Government Department, Semi Government, any Corporation or any Boards are required to apply through proper channel.
9. Person with Benchmark Disabilities (PwBD) while applying for the reserved post shall mentioned their category in their application form.
10. No TA/DA is admissible to any candidate appearing in interview for the posts mentioned above.

Sd/-  
District and Sessions Judge,  
Nuh.