

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE,  
CHARKHI DADRI  
NOTICE OF PUBLIC EMPLOYMENT**

Applications are invited from eligible candidates to fill up the following posts of Process Server, Peon/Additional Peon etc. and Sweeper purely temporary likely to be regular by way of direct recruitment:-

Sr. No.	Name of Post	Number of Vacancies						Pay Scale
		6 Posts						
1	Process Server	General	EWS (General)	SC (OSC)	SC (DSC)	Backward Class-A	Backward Class-B	DL-16900-53500, plus other usual allowances as admissible
		02	01	01	-	01	-	
Persons with Benchmark Disabilities 01 (General) Cat. (a)* Low Vision								

  

Sr. No.	Name of Post	Number of Vacancies						Pay Scale
		5 Posts						
1	Peon/ Addl. Peon	General	EWS (General)	SC (OSC)	SC (DSC)	Backward Class-A	Backward Class-B	DL-16900-53500, plus other usual allowances as admissible
		02	01	01	-	-	-	
Persons with Benchmark Disabilities 01 (General) Cat. (a)* Low Vision								

  

Sr. No.	Name of Post	Number of Vacancies						Pay Scale
		1 Post						
1	Sweeper	General	EWS (General)	SC (OSC)	SC (DSC)	Backward Class-A	Backward Class-B	DL-16900-53500, plus other usual allowances as admissible
		-	-	-	-	-	-	
Persons with Benchmark Disabilities 01 (General) Cat. (a)* Low Vision								

**Note:-** The number of vacancies may increase or decrease due to creation or withdrawal of courts, retirements, promotions, adjustment of surplus staff or otherwise, during the selection process. No intimation in this regard will be issued separately.

The selection for the aforesaid posts shall be made strictly in accordance with amended Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

**Note 1:-** Only Persons with Benchmark Disabilities (PwBD) from category 'Low Vision', which has been identified as suitable, will be considered for the purpose of reservation, in view of Haryana Government Gazette Notification dated 25.10.2021.

**Note 2:-** Persons with Benchmark Disabilities (PwBD) of other categories can also apply even if the post is not reserved for them but has been identified as suitable. However, such candidates will be considered for selection to such post by general standard of merit and without any relaxed standards. Those candidates cannot avail age limit relaxation as is given to PwBD category candidates, for whom posts have been reserved.

**Note 3:-** Candidates seeking reservation under PwBD category would be eligible for reservation in services/posts who suffer from not less than 40 per cent of the relevant disability. The candidate who wants to avail the benefit of reservation would have to submit a Disability Certificate issued by the competent authority, as per Haryana Government instructions No. 22/10/2013-1GSIII dated 25.04.2018 & instructions No. 22/106/2018-1-GSIII dated 01.05.2019.

1. **As per Rule 7 (x) ibid, essential qualification for the Process Server post is:**  
The applicant should have passed Matriculate standard examination and possess knowledge of Hindi/Punjabi. The applicant should fulfill the condition of qualification on the last date of receipt of application.

2. **As per Rule 7 (x) ibid, essential qualification for the Peon/Addl. Peon post is:**  
The applicant should have passed middle standard examination and possess knowledge of Hindi/Punjabi. The applicant should fulfill the condition of qualification on the last date of receipt of application.

3. **Essential qualification for the Sweeper post is:**  
The applicant should have desired experience of the duties required to be performed by him and he/she should be able to sign in Hindi/Punjabi.

4. **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 01.01.2025, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana at Chandigarh and/or Haryana Government.

5. **Reservation:**  
i. The benefit of reservation is admissible only to bona fide domiciles/residents of State of Haryana, as per Government of Haryana letter No. 22/67/81-3GS III dated 15.07.1985.  
ii. As per explanation to Rule 7 (iii) of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 'Where No candidate of reserved category is available then appointment would be made from general category'.

6. **Last date:**  
The last date for receipt of the applications by post or by hand in the office of the undersigned i.e. The District and Sessions Judge, District Court Complex, Charkhi Dadri is 19.03.2025 upto 05:00 pm. Applications received thereafter shall be straightway 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. Applications received through e-mail would not be entertained/accepted in any manner.

7. Candidates working in the Government Department, Semi-Govt. Department, any Government Corporation/Board/Institution are required to apply through proper channel.

8. Application Form can be downloaded from the website of District Courts Bhiwani i.e. <https://bhiwani.dcourts.gov.in/notice-category/recruitments/> (due to non availability of own official website). Candidates are advised to visit the above mentioned website regularly after 05.03.2025, for further updates related to process of recruitment.

9. 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 (caste), experience etc. must be attached with the application form. Persons with Benchmark Disabilities (PwBD) shall mention their category in their application and shall annex certificate regarding disability. The candidates are required to bring their original testimonials and proof of identity at the time of interview/reporting time.

10. The applicants should disclose all their educational qualifications and other declaration/certificate in the application form. Non-disclosure thereof may disqualify the concerned candidate for appointment and may also render him/her liable for prosecution under relevant provisions of law.

11. Incomplete applications or applications received without requisite documents shall be rejected straightway without assigning any reason whatsoever. No correspondence, whatsoever shall be entertained in respect of incomplete applications or those which are refused by this office for receipt after expiry of the last date i.e. 19.03.2025. However, rejection list would be uploaded on the website mentioned above.

12. The applicants who fulfill the above-said qualifications for the above-said posts will have to appear for interview in the Judicial Court Complex, Charkhi Dadri in sequence of Alphabets of their names mentioned against the date and time given below :-

Date	Day	Reporting Time	Interview starts from	Name of the candidates as per first English Alphabet	For the post of
25.03.2025	Tuesday	10:00 am	01:30 pm onwards	A to R	Process Server
26.03.2025	Wednesday	10:00 am	01:00 pm onwards	S to Z and candidates sponsored by District Employment Exchange and Zila Sainik Boards.	Process Server
27.03.2025	Thursday	10:00 am	01:00 pm onwards	A to G	Peon/ Addl. Peons & Sweeper
28.03.2025	Friday	10:00 am	01:00 pm onwards	H to N	Peon/ Addl. Peons & Sweeper
29.03.2025	Saturday	10:00 am	01:00 pm onwards	O to Z and candidates sponsored by District Employment Exchange and Zila Sainik Boards.	Peon/ Addl. Peons & Sweeper

13. If all the candidates in the above stated sequence are not interviewed on the date fixed due to large number of candidates or otherwise, the interview of remaining candidates will be conducted on such day as to be fixed by the Selection Committee.

14. The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.

15. List of eligible candidates showing the roll numbers will be uploaded on the website of District Courts, Bhiwani (due to non availability of own official website) well before commencement of the interview, however, no separate call letters for interview will be sent/issued to the eligible candidates.

16. No TA/DA shall be paid to the candidates for appearing in the interview.

17. Candidates are advised to not send their applications to Bhiwani District Court. Applications received there shall be straightway refused without any further correspondence. Delay on the part of the postal or other authorities due to sending the application to the Bhiwani District Court shall be no ground for entertaining the applications received after the due date.

Sd/-  
District and Sessions Judge.