

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

**PUBLIC NOTICE**

Applications on prescribed proforma are invited for filling up of 63 posts (including 38 anticipated vacancies to be filled up on joining of Trainee Judicial Officers) 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 up till the 5:00 PM of 23.12.2024:-

*"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.3 of 2024, which is available on the official website "<https://ludhiana.dcourts.gov.in/>."

*[Signature]*  
District and Sessions Judge,  
Ludhiana. *[Initials]*

Endst. No. 2651 /G Dated, Ludhiana the 07 December, 2024.

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.3 of 2024) 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, Punjabi 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.3 of 2024 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 3 of 2024 on the official website of "<https://ludhiana.dcourts.gov.in/>"
7. Daftri of this office with a direction to display this notice on the Notice Board of this Office.

*[Signature]*  
District and Sessions Judge,  
Ludhiana. *[Initials]*

EMPLOYMENT NOTICE

NO.3 OF 2024

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA

PUBLIC NOTICE

Applications are invited for the filling up of 63 posts (including 38 anticipated vacancies) of Clerks on *ad hoc* 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 23.12.2024:-

Educational Qualification	Emoluments	Age Limit	Number of Posts			
			Actual Vacancies		Anticipated Vacancies	
Candidates should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university. He/she should have passed matriculation examination with Punjabi as one of the subjects and must have proficiency in operation of Computers	Rs.29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble Punjab & Haryana High Court subject to the outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023	The candidate should be between 18 to 37 years of age as on 1.1.2024. 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	3	General	19
			SC (Mazbhi/Balmiki)	5	SC (Mazbhi/Balmiki)	5
			SC (Others)	4	SC (Others)	4
			BC/OBC of Punjab	5	BC/OBC of Punjab	4
			PWD Low Vision	1	PWD Deaf/Hard Hearing	1
			PWD Intellectual Disability	1	ESM (General)	3
			ESM (General)	4	ESM SC (Others)	1
			ESM SC (Mazbhi/Balmiki)	1	ESM SC (BC/OB C)	1
			ESM SC (Others)	1	Total	38
			Total	25		

- a) 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.
- b) Number of vacancies may be altered without any prior notice.

- c) Only Scheduled Caste, BC/OBC, Ex-Serviceman candidates of Punjab domicile are eligible for seeking benefit of reservation. Reservation shall be provided to candidates belonging to PWD category, as per rules. 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.

### SELECTION CRITERIA

Candidates 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/she obtains 40% marks in aggregate in the written examination.

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 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://ludhiana.dcourts.gov.in>. 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. No separate TA/DA will be given to the candidates appearing for test.
6. 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.
7. 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.
8. 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.
9. 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.
10. 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

(to be filled in capital letters)

1.	Name	:				
2.	Father's Name/Husband Name	:				
3.	Date of Birth	:				
4.	Age as on 1.1.2024 (attach proof)	:				
5.	Qualification (Attach Proof)	:				
Stage	Nature of qualification (BA/B.Com/B.Sc. MA/M.Sc/M.Com etc)	Board/ University	Year of passing	Marks		Percentage
				Total	Obtained	
Matric						
Graduation						
Masters						
Any other						
6.	Whether Punjabi passed upto matriculation or equivalent thereto (attach proof)	:				
7.	Category (Attach Proof) (Tick <input checked="" type="checkbox"/> ) the category to which the applicant belongs)					
	General		ESM (General)			
	SC (Mazbhi/Balmiki)		ESM SC (Mazbhi/Balmiki)			
	SC (Others)		ESM SC (Others)			
	BC/OBC of Punjab		ESM SC (BC/OBC)			
	PWD (Low Vision)					
	PWD (Intellectual Disability)					
	PWD (Deaf/ Hard Hearing)					
8.	Permanent Address	:				

9.	Correspondence Address	:	
10.	Nationality	:	
11.	Telephone/Mobile No.	:	
12.	E-mail ID	:	

**Declaration by Candidate**

I have read the terms and conditions of the advertisement and agree to the same and further I fulfil the requisite qualification and eligibility criteria to apply for the same. I hereby declare that the particulars given above have been filled by me and are correct and true to the best of my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected.

Place

Signature of candidate

Dated

**List of attested documents to be attached:**

Sr. No.	Details of proof	Tick <input checked="" type="checkbox"/> if attached
1.	Copy of matriculation certificate as date of birth proof/ Punjabi pass proof	
2.	Copy of documents regarding qualification (copy of graduation degree should be attached)	
3.	Copy of caste certificate (in case of reserved category)	
4.	Two passport size photographs	
5.	Copy of Aadhar card	
6.	Other document, if any	