Employment Notice No.3 of 2025

OFFICE OF THE DISTRICT & SESSIONS JUDGE, CHANDIGARH.
EMPLOYMENT NOTICE

Applications are invited for filling up of ***08 posts of Clerk on adhoc basis*** **[05 Genl., 2 OBC & 01 PwD (Locomotor)]** ***initially for a period of six months or till regular appointment is made by the Hon'ble High Court, whichever is earlier,*** from the eligible candidates on the prescribed proforma alongwith self attested copies of relevant testimonials (i.e. proof of qualification/educational certificates, date of birth, photo-identity proof, caste & disability certificate etc.) and two latest passport size coloured photographs duly self attested (one to be pasted on application form and other to be stapled), in the office of **"The District and Sessions Judge, Chandigarh, New District Court Complex, Sector 43, Chandigarh", till 05:00 p.m. of 14.08.2025.** The minimum qualification and other criteria to fill up these posts are as under:-

Sr. No	*Name of the Post*	*No. of Posts*	*Pay*	*Minimum Qualification*
1	*Clerk (Adhoc Basis)*	**08** **(Genl. 05 OBC 02 PwD 01 (Locomotor)**	As per rates fixed by the Deputy Commissioner, U.T., Chandigarh from time to time.	Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Hindi/ Punjabi as one of the subject. The candidates shall have to take a written examination in the subjects of English Composition/General Knowledge and having proficiency in operation of computers.

The candidate should not be less than 18 years and not more than 37 years of age, **as on *01.01.2025.*** The maximum age relaxation to the candidates belonging to reserved category will be given as per the instructions of the competent authority/U.T., Administration.

Note:-

1. Before applying to the post of Clerk on adhoc basis, a candidate should ensure that he/she fulfills eligibility criteria and to refer the Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 which are available on the official website. This office shall reject the application not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service without any notice.
2. The application must be submitted on the Prescribed Application Form, which is available on the official website of this Sessions Division.
3. Only the candidates belonging to the castes which have been notified/declared as **Other Backward Class (OBC)** in the Union Territory, Chandigarh for the purpose of reservation of vacancies shall be eligible for the benefit of reservation of OBC category.

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4. The OBC category candidates belonging to other States which have not been notified/declared as OBC in the Union Territory, Chandigarh shall be considered as General/Unreserved Category candidates. **The post of reserved category will be offered to the candidate of General Category, if no suitable candidate from the reserved category is found available.**

5. Application on prescribed form should be legibly filled up with complete particulars alongwith contact number and E-mail ID. Candidate has to send the **"signed application form"** alongwith all required supporting documents in hard form only. No application **(even sent by post to this office) shall** be received by this office after **05:00 p.m. of 14.08.2025**. Incomplete applications or applications not filled up on the prescribed format will not be entertained and summarily rejected. This office will not be responsible for any postal delay or wrong delivery, whatsoever. No correspondence in this regard will be entertained by this office. Application forms received in soft form/electronically shall not be entertained and will also be rejected summarily.

6. The eligible candidates for the posts of Clerk on adhoc basis shall have to qualify 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 and having proficiency in operation of computers.

7. Lists of candidates after scrutiny of applications, date of written examination, list of successful candidates of written examination, date of proficiency test in computer etc. shall be uploaded/displayed on the official website of this Sessions Division (under the recruitment link/tab) i.e. https://chandigarh.dcourts.gov.in/. Further updates/information if any in that regard will also be uploaded/displayed on the official website of this Sessions Division and no separate letter to the candidates will be issued by this office. Applicants are advised to visit and check the official website of this sessions Division regularly for updates.

8. Number of posts (mentioned above) may be increased or decreased without any notice. In case of cancellation of this employment notice due to administrative reasons, this office will not be responsible. The candidates shall have to produce original testimonials as and when demanded by this office. No TA/DA will be paid to the candidates appearing for the tests in that regard.

9. The services rendered by any candidate on adhoc basis will not bestow upon him/her any claim for regular appointment.

10. **Special Instruction:-** The decision of the undersigned 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. No enquiry or correspondence shall be entertained in this regard.

District & Sessions Judge,
Chandigarh.

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Endst.No.DSJ-EC-2025/5974 Dated: 09/8/25

Copy forwarded to:-

1. All the Judicial Officers working in this Sessions Division for displaying the Employment Notice on the Notice Board of their Court.

2. The Deputy Commissioner, U.T., Chandigarh with a request to get it displayed on the notice board of his office.

3. The Regional Employment Officer, Employment Exchange, U.T., Chandigarh for sending the list of eligible candidates by 14.08.2025.

4. The System Officer, Computer Branch with directions to upload the Employment notice alongwith proforma on the official website of this Sessions Division.

5. The Daftri of this office, with the directions to display the Employment Notice on the Notice Board of this Court.

District & Sessions Judge,
Chandigarh

APPLICATION FOR APPOINTMENT TO POST OF CLERK (ADHOC BASIS) IN THE SESSIONS DIVISION, CHANDIGARH

Affix latest passport size coloured photograph duly self attested

To

The Ld. District & Sessions Judge,
Chandigarh.

Name in Block letter :

Father's/Husband's Name :

Date of Birth **(Attach proof)** :

Age as on 01.01.2025 :

Category **(Attach proof if reserved)** :

Permanent Address :

Correspondence Address :

Nationality :

Contact Number/Mobile No. :

E-mail ID :

Are you married :

Do you have more than one living spouse. :

Have you ever been dismissed from Govt. Service or convicted by any court. :

Have you passed matriculation examination with Hindi/Punjabi as one of the subject. :

Educational Qualification:-

Name of Examination	***Board/University***	***Year of Passing***	***Percentage of marks/Grade obtained***
Matriculation			
Graduation			
Post Graduation			
Other 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 in case found false, my candidature will be liable to be rejected.

Encls:-

Signature of applicant