

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MOGA.

Public Notice

Applications strictly in the enclosed prescribed proforma along with attested copies of the relevant testimonials, two recent passport size photographs, out of which one should be pasted on the application form are invited to fill up following vacant posts of Clerk on adhoc basis, for a period of six months or till regular appointments are made or till existence of post, whichever is earlier, on consolidated salary. Last date and time for receipt of application in this office is 10.06.2021 up to 05.00 P.M. The qualification, Pay and other criteria to fill up these posts is as under:-

Sr. No	Post	No. of Posts	Scale	Qualification	Age
1.	Clerk (On Adhoc Basis)	Total: 28 Gen.: 17 SC: 3 SC(other):4 BC: 1 ESM(SC): 2 ESM(BC): 1	Fixed Monthly emoluments of Rs. 10,777/- per month in the pay scale of Rs. 10300-34800+3200 Grade Pay, which is minimum wages as per Punjab Government instructions issued vide letter No. 7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No. 7/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time.	The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in operation of computers	The Age of candidate as on 01.01.2021 should be 18 to 37 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

Posts will be filled up on the basis of following Qualifying Criteria:-

FOR THE POST OF CLERK		
The applicant shall have to take a written examination as per following details		
Subject	Max. Marks	Qualifying Marks
English Composition	50	33%
General Knowledge	50	33%
Out of candidates who qualify the written examination, the number of candidates as decided by undersigned/committee may be called for Computer Proficiency Test.		

Venue and schedule for the test will be notified later on the website of this office i.e. "<http://districts.ecourts.gov.in/moga>". No separate letters will be issued for the same; as such the candidates are advised to check the website in routine for further information.

Contd.....2

Note:-

1. The number of posts mentioned above may be increased or decreased due to administrative exigencies. In case of any administrative reason arising lateron, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on the official website of this Office "<http://districts.ecourts.gov.in/moga>".
2. Preference will be given to candidate having experience of Judicial Department.
3. The posts of reserved category will be offered to the candidates of General category in case no suitable candidate from the reserved category is found available.
4. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned/committee reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in this advertisement.
5. While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted in to percentage by the applicant himself/herself as per the criteria of the concerned board/university/ equivalent institution and copy of the said criteria should also be enclosed with the application form.
6. The incomplete and incorrect application form and those which are not in prescribed Performa shall be rejected summarily without any notice.
7. Applications received after 05.00 PM on 10.06.2021, either by post or otherwise shall not be entertained.
8. No TA/DA will be paid to the candidates appearing for the written examination/test.

Encls. Application Performa

Endst. No. 1000 /EB

Copy forwarded to:-

1. All the District and Sessions Judges in the State of Punjab through e-mail with the request to obtain and send the applications along-with Service Record of retrenched/surplus officials, if any, who are willing to opt the appointment under the aforesaid conditions, to this office on or before the date fixed.
2. The district Employment Generation and Training Officer, Moga for sending the list of eligible candidates mentioning the details as required in the enclosed Application Performa by the last date mentioned above. If list is not as desired the same will not be considered.
3. All the Judicial Officers of this Sessions Division to display the notice on the notice board of their respective Courts.
4. The District Sainik Welfare Officer, Moga.
5. System officer of this Sessions Division to upload the Public Notice on the official website.
6. Daftri of this office to paste the Public notice on the Notice board of this court.


District & Sessions Judge,
Moga.

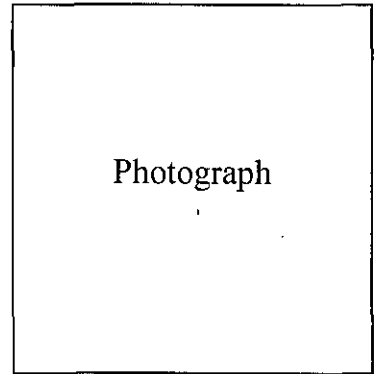
Dated 25/05/2021.


District & Sessions Judge,
Moga.

APPLICATION FOR THE POST OF CLERK (ON ADHOC BASIS) in SESSIONS
DIVISION, MOGA

1. Name (in Block Letters) _____
2. Father/Husband's Name _____
3. Date of Birth (Attach proof) _____
4. Age as on 01.01.2021 _____
5. Category (Attach proof for reserved category) _____
6. Nationality _____
7. Permanent Address _____

8. Contact No. _____
9. Email Address _____
10. Whether passed Matriculation Examination with Punjabi as One of the subject _____
11. Educational Qualification _____



Name of Examination	Board/University/Equivalent Institution	Year of Passing	Total Marks	Marks Secured	% age of marks
Graduation					
Post-Graduation					

12. Experience of Judicial Department, if any

Name of the Sessions Division	Post held	Period of Service		Total Experience
		From	To	

Note- Attach Experience certificate from the concerned Sessions Division

13. Any Other Experience _____

Declaration:

I have read the terms and conditions of the Advertisement and agree with the same. 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 any case, the information is found false, my candidature will be liable to be rejected and I shall appear for the Written Test/Computer Proficiency Test at my own responsibility.

Dated:- _____

(Signatures)
(Full Name of the candidate)