

**:OFFICE OF THE DISTRICT AND SESSIONS JUDGE, MANSA:**

**PUBLIC NOTICE**

Applications on prescribed proforma are invited for filling up of **11 posts of Clerk (on adhoc basis)**, from the eligible candidates, initially for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab & Haryana, Chandigarh, whichever is earlier. The application should reach this office at the below mentioned address **by 06.02.2024 before 05:00 PM.**

**"Office of the District & Sessions Judge,  
Judicial Court Complex, Mansa-151505."**

Complete details regarding the above said recruitment is mentioned in the employment notice No. 1 of 2024 and the same is available on the official website i.e. <https://districts.ecourts.gov.in/mansa> of this office.

**-Sd/-**

District and Sessions Judge  
Mansa 18.01.2024

Endst. No. 402 Dated 18.01.2024

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab alongwith copy of employment notice No. 1 of 2024 (*through email only*) with a request to get the same displayed on the Notice Board.
2. The District Employment Generation and Training Officer, Mansa alongwith copy of employment notice No. 1 of 2024 with a request to obtain and send the applications of eligible candidates, alongwith list thereof, to this office, on or before 05:00 PM of 06.02.2024.
3. The Manager, Daily Newspaper Punjabi Tribune with a request to publish the above said notice in the newspaper, immediately and send a copy of the newspaper alongwith bill to this office.
4. System Assistant of this office to upload the public notice alongwith employment notice No. 1 of 2024 on official website of this office.
5. Daftri of this office with a direction to display this notice on the Notice Board.

**-Sd/-**

District and Sessions Judge  
Mansa 18.01.2024

**:OFFICE OF THE DISTRICT AND SESSIONS JUDGE, MANSA:**

**EMPLOYMENT NOTICE No. 1 of 2024**

**PUBLIC NOTICE**

Applications alongwith photocopies of self attested testimonials/ documents are invited from the eligible candidates on the prescribed proforma 'Annexure-A', **till 05:00 PM of 06.02.2024** for **11 posts of Clerk (on adhoc basis)**, initially for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab & Haryana, Chandigarh, whichever is earlier, as per detail given below:-

| <b>Sr. No.</b> | <b>Name of the post</b> | <b>Number of posts</b>   | <b>Pay Scale</b>  | <b>Qualification</b>  | <b>Age limit</b>  |
|----------------|-------------------------|--|---|---|---|
| 1.             | Clerk (on adhoc basis)  | <b>11 (Eleven)</b><br>(General-03;<br>SC of Punjab<br>(Mazbhi<br>Sikhs/<br>Balmiki)-03;<br>SC of Punjab<br>(Other SC)-<br>02;<br>PHC of<br>Punjab<br>(O.H.)-01;<br>ESM (Gen.)<br>02) | Salary, pay, allowance etc. shall be governed as per the latest rules and instructions issued by the Govt. of Punjab for Subordinate Courts duly adopted by the Hon'ble High Court from time to time. | A Degree of Bachelor of Arts/Science or equivalent thereto from a recognized University and should have passed Matriculation with Punjabi as one of the subject. The candidate should have proficiency in operation of computers. | <b>18 to 37</b> years for General category and Relaxation for reserved categories will be given as per Punjab Government Rules. |

**Note:-**

1. The applications forms wrongly filled up/incomplete applications and those received after 05:00 PM of due date i.e. 06.02.2024 shall be summarily rejected, without assigning any reason. No correspondence in this regard will be made by this office. The office will not be responsible for any postal delay or wrong delivery whatsoever.
2. The number of above said posts may increase or decrease.
3. The date and time for Test/Interview for the post of Clerks (on adhoc basis) will be notified later on, only through official website of this office i.e. <https://districts.ecourts.gov.in/mansa>. Date(s) of test/interview may be cancelled/changed/extended in the event of any administrative reason arising later on depending upon unforeseen circumstances or number of candidates etc. without any prior notice.
4. The candidates in their own interest are advised to check the website of this office on regular basis for any updation i.e. date of test/interview etc. qua this recruitment process. No separate intimation will be sent to any candidate.
5. If no suitable candidate from the reserve category is found, as per rules, then the post of reserve category will be offered to the candidate belonging to General Category.

6. The envelope containing application alongwith requisite photocopies of testimonial/documents should be **super scribed** in capital letters as "**APPLICATION FOR THE POST OF CLERK (ON ADHOC BASIS)**" and reach this office at the below mentioned address **by 06.02.2024 before 05:00 PM.**

**"Office of the District & Sessions Judge,  
Judicial Court Complex, Mansa-151505."**

7. No TA/DA will be admissible to the candidates for appearing in the test/interview.
8. This office reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. (to be notified later on) of this recruitment process.

**-Sd/-**

District and Sessions Judge  
Mansa 18.01.2024

**Application for the Post of Clerk (on Adhoc basis)**

To  
The Learned District & Sessions Judge,  
Mansa.

Affix self  
attested  
passport size  
photograph

1. Name (in block letters) : \_\_\_\_\_
2. Father/Husband Name: \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Age as on 01.01.2024 :   Years   Months   Days
5. Educational Qualification: \_\_\_\_\_  
\_\_\_\_\_
6. Other Qualification : \_\_\_\_\_
7. Experience, if any : \_\_\_\_\_
8. Category applied for : \_\_\_\_\_
9. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
10. Postal Address : \_\_\_\_\_  
\_\_\_\_\_
11. Contact No. : \_\_\_\_\_
12. Email ID : \_\_\_\_\_
13. Whether any FIR/Crl. Case is/was pending/registered against you : Yes  No   
(If yes, give details) : \_\_\_\_\_

Enclosures:

Date:- \_\_\_\_\_

Place:- \_\_\_\_\_

(Signature of the Applicant)

Declaration:

I hereby declare that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and if any information found false, my candidature will be liable to be rejected/cancelled.

(Signature of the Applicant)