

:OFFICE OF THE DISTRICT AND SESSIONS JUDGE, MANSA:

PUBLIC NOTICE

Applications on prescribed proforma are invited for filling up of **13 posts of Clerk (on adhoc basis)** (including 08 anticipated vacancies to be filled up on joining of Trainee Judicial Officers who are likely to hold their respective courts in the month of March/April, 2025) 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 applications should reach this office at the below mentioned address **by 25.03.2025 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. 04 of 2025 and the same is available on the official website i.e. <https://mansa.dcourts.gov.in> of this office.

-sd/-
District and Sessions Judge
Mansa/13.03.2025

:OFFICE OF THE DISTRICT AND SESSIONS JUDGE, MANSA:

EMPLOYMENT NOTICE NO. 04 OF 2025

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 25.03.2025** for **13 posts of Clerk (on adhoc basis)** (including 08 anticipated vacancies to be filled up on joining of Trainee Judicial Officers who are likely to hold their respective courts in the month of March/April, 2025), 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:-

Sr. No.	Number of posts 13 (Thirteen)				Emoluments	Qualification/ Selection Criteria	Age limit
	Actual Vacancies		Anticipated Vacancies				
1.	EWS (General)	02	General	03	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 and Haryana High Court subject to the outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023. (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 computer.	The candidates should be between 18 to 37 years of age as on 01.01.2025 (The relaxation in age for the reserved categories will be given as per instructions of the Hon'ble High Court as well as Punjab Government.
	Ex-Serviceman (General)	01	Freedom Fighter (Women)	01			
	Ex-Serviceman (General) (women)	01	BC/OBC of Punjab	02			
	Ex-Serviceman (SC of Punjab) (Mazbhi/Balmiki)	01	Ex-Serviceman (General) (women)	01			
	TOTAL	05	SC of Punjab [(Mazbhi/Balmiki) (women)]	01			
		TOTAL	08				

Note:-

1. 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 25.03.2025 before 05:00 PM.**

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

2. The application forms wrongly filled up/incomplete applications and those received after 05:00 PM of due date i.e. 25.03.2025 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.
3. The number of above said posts may increase or decrease.
4. 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://mansa.dcourts.gov.in>**. 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.
5. The candidates in their own interest are advised to check the website of this office on regular basis for any update i.e. date of test/interview etc. qua this recruitment process. No separate intimation will be sent to any candidate.
6. If no suitable candidate from the reserved categories is found, as per rules, then the post of reserved category will be filled up as per rules.
7. Only candidates having Domicile Certificate of Punjab will be given benefit of reservation as per rules.
8. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. 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 recruitment process and even after the completion of selection process, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.
9. The recruitment committee shall reserve the right to reject the applications not fulfilling the requisite criteria at any stage of recruitment process and if erroneously appointed, such candidate shall be removed from the service besides further action as per rules.
10. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
11. No TA/DA will be admissible to the candidates for appearing in the test/interview.
12. The candidates are required to bring at least one photo ID proof on the day of test.
13. 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 13.03.2025

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's/Husband's Name : _____
3. Date of Birth : _____
4. Gender : _____
5. Age as on 01.01.2025 : Years Months Days
6. Educational Qualification: _____

7. Proficiency in Computer (Yes/No) : _____
8. Experience, if any : _____
9. Category in which applied : **Tick in the appropriate box**

General	EWS (General)	Freedom Fighter (Women)	BC/OBC of Punjab	SC of Punjab [(Mazbhi/Balmiki) (women)]	Ex-Serviceman (General)	Ex-Serviceman (General) (women)	Ex-Serviceman (SC of Punjab) (Mazbhi/Balmiki)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Permanent Address : _____

11. Postal Address : _____

12. Contact No. : _____
13. Email ID : _____
14. Whether any FIR/CrI. : Yes No
 Case is/was pending/
 registered against you
 (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 has been concealed therein and if any information is found false at any stage, my candidature will be liable to be rejected/cancelled.

(Signature of the Applicant)