

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

**PUBLIC NOTICE**

Applications on prescribed format alongwith one recent coloured passport size photograph with complete bio-data and self attested copies of testimonials are invited till 20.02.2025 upto 5:00 P.M., to fill up 01 (one) temporary but regular post of Process Server in Sessions Division, Mansa. The qualification, pay and other criteria to fill up this post is as under: -

<b>Sr. No.</b>	<b>Name of the post</b>	<b>Number of posts</b>	<b>Pay Scale</b>	<b>Minimum qualification</b>	<b>Age as on 01.01.2025</b>
1.	Process Server	<b>01 (One)</b> 01-SC (Others)	Pay matrix Rs.18000/-Level-1, as per 7 <sup>th</sup> Pay Commission or as per the instructions issued by the Government of Punjab as well as the Hon'ble High Court of Punjab and Haryana Chandigarh, from time to time.	Candidate should be matriculate with knowledge of Punjabi language.	The candidates should be between 18 to 35 years of age as on 01.01.2025. The relaxation of age will be given to reserved category as per instructions of the Hon'ble High Court as well as Punjab Government.

**Selection Criteria**

The selection of the candidates will be made purely on merit basis to be prepared on the basis of marks/grade obtained by the candidates in the interview.

**Date of interview:**

The interview of the candidates shall be conducted from 04.03.2025 to 07.03.2025 as per the following schedule and the reporting time for interview will be **09:00 AM** in ADR Centre (Judicial Court Complex), Mansa, District Mansa: -

**Names starting with Alphabet**

**Date**

A to G	04.03.2025
H to L	05.03.2025
M to R	06.03.2025
S to Z	07.03.2025

**Note:-**

1. The envelope containing application alongwith self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. should be **superscribed** in capital letters as **"APPLICATION FOR THE POST OF PROCESS SERVER"** and should reach the below mentioned address by **20.02.2025 before 05:00 P.M.** No application received thereafter will be entertained.

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

2. Incomplete/wrongly filled up applications and those received after due date i.e. 20.02.2025 will be rejected summarily without any notice. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
3. All the candidates must bring their **original testimonials alongwith one photo ID proof** (Aadhar Card/PAN Card/Voter ID/Driving License) with them, at the time of interview. No TA/DA will be paid to the candidates appearing for interview and no separate information regarding interview will be given.
4. It is clarified that if no candidate of reserved category is available, then appointment will be made from other category as per rules/instructions.
5. Only Scheduled Caste candidates having Punjab domicile certificate are eligible for this post.
6. Applications must be on **prescribed proforma** which can be downloaded from the official website of this office i.e. <https://mansa.dcourts.gov.in>
7. The number of posts mentioned above may increase or decrease depending on the circumstances. Due to any administrative reason arising later on, the interview for the aforementioned post can be rescheduled/cancelled/postponed and this office will not be responsible for the same. The candidates in their own interest are advised to check the official website of this Court, frequently for latest update.
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 said 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 canceled 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 and if erroneously appointed, such candidate shall be removed from the service besides further action as per law.
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.

-sd-

District & Sessions Judge  
Mansa

**APPLICATION FOR THE POST OF PROCESS SERVER**  
**IN SESSIONS DIVISION MANSA**

Affix self  
attested  
passport size  
photograph

1. Name (in block letters) : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_ / \_\_\_ / \_\_\_
4. Age as on 01.01.2025 : \_\_\_ **Years** \_\_\_ **Months** \_\_\_ **Days**
5. Gender : \_\_\_\_\_
6. Educational Qualification : \_\_\_\_\_
7. Whether the candidate has passed Matric with knowledge of Punjabi language : Yes (*attach proof*)  No
8. Experience, if any : \_\_\_\_\_
9. Category in which applied :  
(*Tick in the box*)
- | <b>SC of Punjab</b>      |                          |
|--------------------------|--------------------------|
| Others                   | Mazhbi/Balmiki           |
| <input type="checkbox"/> | <input type="checkbox"/> |
10. Permanent Address : \_\_\_\_\_  
\_\_\_\_\_
11. Postal Address : \_\_\_\_\_  
\_\_\_\_\_
12. Nationality : \_\_\_\_\_
13. Contact No. : \_\_\_\_\_
14. Email ID, if any : \_\_\_\_\_
15. Whether any FIR/Criminal case is/was pending/registered against you (if yes, give details) : Yes  No   
: \_\_\_\_\_

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 is found false, my candidature will be liable to be rejected/cancelled.

(Signature of the Applicant)