

**PROFORMA**

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, \_\_\_\_\_.**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

- Category/Caste :- \_\_\_\_\_
1. Name (In Block Letter) \_\_\_\_\_
  2. Father's/ Husband's Name \_\_\_\_\_
  3. Permanent Address \_\_\_\_\_
  4. Correspondence Address \_\_\_\_\_
  5. Date of Birth \_\_\_\_\_
  6. Qualification \_\_\_\_\_
  7. Nationality \_\_\_\_\_
  8. Experience, if any \_\_\_\_\_
  9. Name and Registration  
Number of Employment  
Exchange, if any \_\_\_\_\_
  8. List of document attached \_\_\_\_\_
  9. Telephone/Mobile No. \_\_\_\_\_
  10. Special aptitude, if any \_\_\_\_\_
  11. E-mail ID \_\_\_\_\_

Affix Passport Size  
Photo

Dated

(Signature of applicant)

OFFICE OF DISTRICT AND SESSIONS JUDGE, FARIDABAD

- EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts:-

Sl. No.	Name of Post	Number of Vacancies	Pay Scale	Remarks
1.	Process Server	02 (Gen.)	Pay matrix of FPL-DL (Rs.16,900-53,500/-) plus usual allowances	Purely temporary but on regular basis.
2.	Lift Operator	07 (Gen-05 SC -01 BC'A' -01)	Base wage rates of Rs.17,520/- (Level-I of Category-I Districts) fixed by Haryana Kaushal Rozgar Nigam, from time to time.	Contractual basis for the financial year 2023-2024 i.e. upto 29.02.2024.
3.	Generator Operator	02 (Gen.)	-do-	-do-

Reservation will only be applicable to the candidates of Haryana State. Candidates of reserved category of other States/U.T. will be considered as general. Reservation policy as enforced at the time of selection would be considered and applicable; provided that in case of non-availability of suitable candidate of reserved category for the post of Lift Operator, then the reserved post shall be filled up from suitable candidate of general category.

Selection for the post of Process Servers shall be made strictly in accordance with amended Rule 7 of Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997. **OnlineForms.in**

1. **Essential Qualification:**

Process Server	Matriculate with knowledge of Hindi or Punjabi.
Lift Operator	(i) Matric with Hindi or Sanskrit and; (ii) 5 years experience in operation of lift.
Generator Operator	(i) Matric with Hindi or Sanskrit and; (ii) 8 years experience as Generator Operator

2. **AGE LIMIT (for all post):**

No person shall be recruited to the service, if he/she is less than 18 years or is more than 42 years of age as on 01.01.2023. However, age relaxation for reserved posts of Lift Operators shall be applicable as per reservation policies framed by Government of Haryana, from time to time.

3. **LAST DATE:**

Last date for receipt of applications shall be **21.03.2023** upto **05:00 P.M..** Applications received thereafter shall not be entertained under any circumstances. Delay on the part of postal authorities shall not be a ground for entertaining applications received after due

date.

4. **Date and place of Interview:**

The date and schedule of interview would be uploaded on the official website of this office i.e. <https://districts.ecourts.gov.in/faridabad> in due course. Candidates are advised to visit the website regularly w.e.f. 21.03.2023. No separate call letters/intimation for interview would be sent to candidates.

5. **Separate Application for each post** on plain paper mentioning **name of post applied for** affixing recent passport size photograph mentioning complete particulars i.e. Name, Father's/Husband's Name, Date of Birth, Gender, Educational Qualification, Experience, Permanent address, present postal address, Nationality, Contact Number along with attested copies of relevant certificates/documents should reach in the office of the District and Sessions Judge, District Courts, Sector-12 Faridabad, either by registered post or by hand well before the closing date i.e. **21.03.2023 by 05:00 P.M.**. Applications received through e-mail shall not be entertained. **Join Telegram Channel : OnlineForms.in**

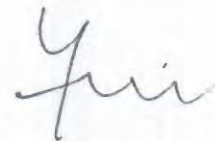
6. Incomplete applications, such as without name of post applied for, date of birth, educational qualification, without photograph, without attested copies of relevant certificates, testimonials and received after due date or before the date of advertisement, shall be rejected outrightly without any intimation to the candidates. However, rejection list would be uploaded on the website of this office i.e. <https://districts.ecourts.gov.in/faridabad>.

7. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date or before the date of advertisement.

8. Candidates working in Government Department, Semi Government, any Corporation or any Boards are required to apply through proper channel.

9. No TA/DA is admissible to any candidates appearing in interview for the posts mentioned above.

Dated: 04.03.2023



(Yashvir Singh Rathor),  
District and Sessions Judge,  
Faridabad.