

**OFFICE OF THE DISTRICT AND
SESSIONS JUDGE, GURUGRAM
ADVERTISEMENT NOTICE**

Applications are invited for filling up 17 (Seventeen) posts of Clerks purely on ad-hoc basis (minimum of pay scale of the regular post without any allowances) for a period of six months or till regular appointment are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier. The number of vacancies may increase or decrease due to certain reasons/withdrawal of Courts or otherwise.

2(a) No candidate shall be eligible to apply for the post of Clerk (ad-hoc) unless he/she holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognised University and has passed Matriculation examination with Hindi as one of the subjects:

(b) Candidate shall have to take a written examination in the following subjects:

Sr. No.	Subject	Maximum Marks	Qualifying Marks
1	English Composition	50	33%
2	General Knowledge	50	33%

(c) No candidate shall be appointed unless he/she obtain 40% marks in aggregate in written examination and has qualified the proficiency test in operation of computers (word Processing and Spread sheet)

The reservation for the post of Clerks (ad-hoc) as per Haryana Government policy, is as under :

1. **General Category** : 8
2. **General (PH)** : 1
3. **General (ESM)** : 2
3. **Schedule Caste** : 3
4. **Backward Class-A** : 2
5. **Backward Class-B** : 1

3. In case of non availability of reserve category candidates, the posts of Clerk (ad-hoc) may be filled up amongst the candidates of general category.

4. **Age Limit:** 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 **1st January, 2023**. Upper age limit is relaxable as per instruction of Hon'ble High Court and as prescribed by the Haryana Government from time to time.

5. **Last Date:** Last date for receipt of the applications in the office of the District and Sessions Judge, District Courts, near Rajeev Chowk, Gurugram, shall be **22.12.2023 by 5:00 p.m.** No application shall be received after last date i.e. **22.12.2023 by 5:00 p.m.** Delay on the part of postal authority shall not be a ground for entertaining the applications received after due date.

6. **Date and Place of Test:** The date, time and venue about the test would be given later on through official website of this office i.e. <https://districts.ecourts.gov.in/gurgaon> and also displayed on the notice board of this office. No separate letter will be issued.

7. Candidates working in the Government Department, Semi Government, any Corporation or any Board are required to apply through proper channel.

8. The applications, on plain paper with recent passport size photograph of candidate affixed thereon containing full particulars i.e. name, father's/husband's name, date of birth, sex, educational qualification, category, permanent address, correspondence address, experience if any, alongwith attested copies of the relevant certificates besides one self addressed duly affixed postal stamped envelope with contact number should reach in the office of the District and Sessions Judge, Gurugram either by registered post or by hand well before the closing date i.e. **22.12.2023 by 5:00 p.m.**

9. The incomplete applications and filled without signature, photograph, envelope and attested copies of the relevant certificates shall be straightway rejected.

10. No correspondence whatsoever shall be entertained in respect of incomplete applications of those which are received in this office after the closing date.

11. The candidate qualifying the written test will be subjected to written/oral test for proving their proficiency test in operation of computers (word processing and spread sheets).

12. No TA/DA is admissible to any candidate appearing in the written/oral computer proficiency test for the post mentioned above.

Dated: 04.12.2023

**Sd/- (Chairman)
Recruitment Committee,
Gurugram.**