

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KARNAL

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates to fill up following posts of Clerk purely on **Adhoc basis** for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier.

Name of Posts	Number of vacancies														Pay
Clerk (Adhoc)	63 Posts														Consolidated salary of 25,500/- per month
	PwBD			Gen.	EWS (Economically Weaker Section)	SC		BC		ESM					
	Blindness/ Low Vision	Deaf/ Hard Hearing	Locomotor			DSC (Deprived Scheduled Caste)	OSC (Other Scheduled caste)	BC-A	BC-B	Gen. ESM	BC-A ESM	BC-B ESM	DSC ESM	OSC ESM	
	01	01	01	22	06	05	05	07	05	04	02	02	01	01	

Note: The number of vacancies may increase or decrease due to creation or withdrawal of Courts, retirement, promotion or otherwise during the selection process. No intimation in this regard will be issued separately.

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/UT will be considered as candidates of General category. Reservation policy as enforced at the time of selection and duly adopted by Hon'ble High Court would be considered and applicable.

The recruitment shall be made strictly in accordance with Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 and relevant instructions.

AGE

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 01.01.2025. However, age relaxation for reserved posts shall be applicable as per reservation policies framed by Government of Haryana from time to time and adopted by the Hon'ble High Court of Punjab and Haryana at Chandigarh.

ESSENTIAL QUALIFICATION

The applicant should possess a degree of Bachelor of Arts or equivalent thereto from a recognized university. He/she should have passed Matriculation examination with Hindi as one of the subject and must have proficiency in operation of computers.

The applicant should fulfill the condition of qualification as on 01.01.2025.

LAST DATE

The last date for submission of applications complete in all respect in the office of District and Sessions Judge, Karnal, shall be **31.07.2025 upto 05:00 p.m.** by all modes (through postal department/courier services or by-hand). No application will be accepted/entertained after the last date.

MODE OF SELECTION

The candidates shall have to take a written examination in the following subjects:-

Sr. No.	Duration	Subject	Type of Exam	Maximum Marks	Qualifying marks
1.	2 hours	General Knowledge	Objective	50	33% in each subject but no candidate shall be considered to have qualified the Test unless he/she obtains 40% marks in the aggregate of both subjects.
		English Composition	Objective	10	
			Subjective (Essay, Letter, Precis, Translation)	40	
Total Marks				100	

Thereafter, out of total candidates who will qualify the written examination, the number of candidates as decided by the Selection Committee will be called for Computer Proficiency Test (CPT) i.e. to assess the proficiency of candidates in operation of computer, which is mandatory, however, the marks of this Computer Proficiency Test would not be counted in determining the final merit as this test is only qualifying in nature.

Computer Proficiency Test shall comprise of two parts.

In Part-I, candidates will have to qualify Spread Sheet Test which is of 10 marks and of 10 minutes duration, by securing 4% or more i.e. 4 or more marks.

In Part-II, candidates will have to qualify Computer Typing Test in English at the speed of 30 W.P.M.

Thereafter, Select List of the qualified candidates will be prepared strictly on the basis of merit.

DATE AND PLACE OF EXAMINATION

The venue, date and time of the written examination will be uploaded on the official website of this office i.e. <https://karnal.dcourts.gov.in/>. **Candidates are advised to go through the website on regular basis.** No separate letter/information in this regard shall be issued to the candidate. **The applicants must bring their identity proof (Aadhar Card/Driving License/Voter ID Card) at the time of Written Test.**

INSTRUCTIONS

1. Format of application can be downloaded from the above-said website of this office.
2. Applicants should attach self attested copies of their testimonials with the application. One passport size latest photograph duly attested, should also attach with the application.
3. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after **31.07.2025**. However, rejection list would be uploaded on the website of this office.
4. Persons with disabilities (PwBD) and candidates of reserved category (SC, BC, EWS and ESM, as the case may be) shall also annex attested copy of relevant certificates along with their application forms. The certificate for the **claim of reservation** must be issued by the **competent authority**. The said certificate must be **latest**.
5. Delay on the part of postal authorities or otherwise shall not be a ground for entertaining the applications received after due date.
6. If on verification at any time before or after the said test, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.

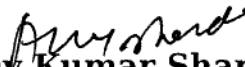


7. Applications should reach at below mentioned address by mentioning on the top of the envelope **"APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS"**:-

**The District and Sessions Judge,
Judicial Courts Complex, Sector-12, Karnal. (Haryana)**

8. No advance copy of application shall be entertained and applications sent through e-mail will not be accepted in any case.
9. No TA/DA is admissible to any candidate appearing in Written Test/Computer Proficiency Test for the posts mentioned above.
10. On completion of process, the final result will be displayed on the official website of this office.
11. This office reserves the right to adopt criteria for short-listing the candidates in case a large number of applications are received. The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.
12. Merely satisfying the eligibility criteria does not entitle the applicant to be called for examination. The Selection Committee reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
13. The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.
14. The candidature of candidate who conceals any material fact or furnishes any false information can be **rejected** by the Selection Committee **at any stage. Canvassing in any form will entail cancellation of candidature.**
15. In case of any query, applicant may contact on this office Telephone Numbers 0184-2269001.

Dated:10.07.2025.


(Ajay Kumar Sharda),
District and Sessions Judge,
Karnal. *10/07/25*

To

Learned District and Sessions Judge,
Karnal.

Duly self
attested
Photo

**Subject: Application for the post of Clerk on
Adhoc basis.**

Respected Sir,

It is respectfully submitted that I am applying for the above said post and it is therefore, requested that my application may kindly be considered and I may kindly be given an opportunity to serve in your Sessions Division. My Bio-data is as under:-

Name **(in Capital Letters)** : _____
Father/Husband's Name : _____
Category : _____
Date of Birth : _____ (DD/MM/YYYY)
Permanent Address : _____
: _____
: _____
Correspondence Address : _____
: _____
Contact Number : _____ / _____
e-mail ID : _____
Nationality : _____
Educational Qualification : _____
(With percentage)
Experience, if any : _____

Date :

(Signature of applicant)

This is to certified that the above information is true to the best of my knowledge and nothing has been concealed herein. In case any of above mentioned information is found false/incorrect; then my candidature be treated as cancelled.

(Signature of applicant)