

## **OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PANIPAT**

### **EMPLOYMENT NOTICE**

Applications are invited for filling up **08 (Eight) posts {Gen.-4, SC of Haryana-02, BC-A of Haryana-01, EWS Gen.01}** of Peons, for the newly established four Courts in this Sessions Division, purely on adhoc basis, on consolidated pay of Rs.16,900/- per month, i.e. minimum pay scale of the post of Peon, initially for a period of six months or till the regular appointments are made, whichever is earlier.

The selection for the aforesaid posts shall be made strictly in accordance with the Haryana Subordinate Courts' Establishment (Recruitment & General Conditions of Service) Rules, 1997.

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/U.T. will be considered as a candidate of 'General' category. Reservation policy of the Haryana Government as enforced at the time of selection and as per the relevant instructions issued by Hon'ble High Court would be considered and applicable; **provided that in case of non-availability of suitable candidate of reserved category for the post of Peons, the reserved posts shall be filled up from amongst the suitable candidate(s) available in the unreserved category.**

**Educational Qualification:** The Candidates who have passed Middle standard examination with Hindi or Sanskrit or Punjabi as one of the subject can apply for the aforesaid post.

**Age Limit:** No person shall be recruited to the service by direct appointment, if he/she is less than 18 years or is more than 42 years of age as on date of advertisement. Upper age limit is relaxable as per instructions issued by Haryana Government as well as Hon'ble High Court.

**Last Date:** The applications should reach in the office of the undersigned on or before **07.02.2026 till 05.00 P.M.** by mentioning on the top of the envelope "Application for the post of Peons (Adhoc basis). **The applications received after due date and time (including delay on the part of postal authorities) shall not be entertained in any manner.**

Applicants who fulfill above-said qualification for above-said posts will have to appear for interview. Candidates shall report at **Judicial Court Complex, District Courts, G.T. Road, Panipat**, for the Interview as per the schedule, which will be uploaded on the official website of this Sessions Division later. The candidates shall also **bring their original documents/testimonials qua their qualifications including Caste Certificates, Income and Asset Certificate (For EWS Candidate) and identity proof at the time of interview**, failing which they shall not be allowed for interview.

**Instructions:**

1. Application containing complete particulars as per proforma attached, with recent photograph of candidate affixed thereon along with attested copies of testimonials/Certificates should reach the office of District and Sessions Judge, Judicial Court Complex, District Courts, G.T. Road, Panipat, either by registered post or by hand well before the closing date i.e. **07.02.2026 till 05.00 P.M.** Application form can be downloaded from the website of District Courts, Panipat.
2. The incomplete applications, such as without name of post applied for, category which the candidates belongs, date of birth, educational qualification, without photograph and attested copies of relevant certificates, testimonials will be liable to be rejected out rightly without assigning any reason and no correspondence in this regard will be entertained. However, rejection list would be uploaded on the website of this office i.e. <https://panipat.dcourts.gov.in/>.
3. Only hard copies of applications including full particulars alongwith

requisite testimonials are required to be submitted either in person or through registered post. No application/bio-data received through e-mail would be entertained/accepted in any manner.

4. If on verification at any time before or after the interview, it is found that the candidate does not fulfill any of the eligibility condition, his/her candidature will be cancelled without any intimation to the candidates. However, rejection list would be uploaded on the website of this office i.e. <https://panipat.dcourts.gov.in/>
5. Any candidate belonging to General or reserved category can submit only one application for a particular category. In case, a candidate submits more than one application, then last application will be considered.
6. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority as per enclosed performa.
7. The certificate for the claim of reservation must be issued by the Competent Authority.
8. A candidate seeking appointment on the basis of backward class reservation must ensure that he/she possesses the latest BC certificate and does not fall in 'Creamy Layer'. Application should be accompanied by requisite certificate and an affidavit to the effect that candidate does not fall in 'Creamy Layer' as per enclosed performa.
9. List of eligible candidates with their Roll Numbers and schedule of Interview will be uploaded on the website of District Courts, Panipat well before the commencement of the interview, however, no separate call letters for interview will be sent/issued to the eligible candidates.
10. No TA/DA is admissible to any candidates appearing in the test/interview for the post mentioned above.
11. **Candidates are advised to visit official website i.e. <https://panipat.dcourts.gov.in/> regularly, for latest updates with regard to selection process.**

Sd/-

(Sudesh Kumar Sharma),  
District & Sessions Judge,  
Panipat.

To

The District & Sessions Judge,  
Panipat.

Affix here  
Photograph

**Subject: Application for the post of Peon purely on adhoc basis.**

**BIO-DATA**

Name of the Candidate : \_\_\_\_\_

Father/Husband's Name : \_\_\_\_\_

Date of Birth : \_\_\_\_\_

Sex (Male/Female) : \_\_\_\_\_

Educational Qualification : \_\_\_\_\_

Permanent Address : \_\_\_\_\_

Correspondence Address : \_\_\_\_\_

Category : \_\_\_\_\_

Nationality : \_\_\_\_\_

Mobile Number : \_\_\_\_\_

E-mail ID : \_\_\_\_\_

Experience, if any : \_\_\_\_\_

Yours faithfully,

**(Signature of applicant)**

105

Annexure-I

TO WHOM IT MAY CONCERN

I undersigned solemnly declare that I claim benefit of reservation on the basis of valid Backward Class Certificate issued by the State in which I am domiciled / permanent resident. There is no change in my status and I do not fall in the creamy layer under the law and rules applicable to me.

Dated:

Signature \_\_\_\_\_

Name \_\_\_\_\_  
(in block letters)

Father's Name \_\_\_\_\_  
(in block letters)

Post Applied For \_\_\_\_\_

Government of Haryana  
(Name & Address of the authority issuing the certificate)  
(ECONOMICALLY WEAKER SECTIONS)

## EWS INCOME AND ASSET CERTIFICATE

Certificate No. .... Date: .....

## VALID FOR THE YEAR.....

This is to certify that Shri/Smt./Kumari ..... son/daughter/wife of ..... is permanent resident of ..... Village/Street ..... Post Office ..... District ..... Pin Code ..... whose photograph is affixed below and attested below belongs to Economically Weaker Sections, since the gross annual income\* of his/her family\*\* is below Rs. 6 lakh (Rupees Six Lakh only) for the financial year.....

It is further certified that His/her family does not own or possess any of the following assets\*\*\* :

- I. 5 acres of agricultural land and above;
  - II. Residential flat of 1000 sq. ft. and above;
  - III. Residential plot of 100 sq. yards and above in notified municipalities;
  - IV. Residential plot of 200 sq. yards and above in areas other than the notified municipalities.
  - V. Total immovable assets owned are valued at Rs. One Crore or more.
2. Shri/Smt./Kumari ..... belongs to the ..... caste, which is not recognized as a Scheduled Caste, Backward Classes (Block-A) and Backward Classes (Block-B).

Signature with seal of Office  
Name  
Designation

Recent Passport  
size attested  
photograph of the  
applicant

\*Note 1: Income means income from all sources i.e. salary, agriculture, business, profession etc.

\*\*Note 2: The term "Family" for this purpose will include the person, who applies for benefit of reservation, his/her parents, spouse as well as children and siblings below the age of 18 years.

\*\*\*Note 3: The property held by a "Family" in different locations or different places/cities are to be clubbed while applying the land or property holding test to determine EWS status.