

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SONIPAT**

**EMPLOYMENT NOTICE**

Applications are invited from eligible candidates for **11 (eleven) vacant posts of Peon** and **2 (two) vacant posts of Process Server** in Sonipat Sessions Division (District Courts) on temporary basis in the pay scale of Rs. 16,900-53,500/- in FPL-DL + other usual allowances as applicable from time to time, by way of direct recruitment. The essential eligibility, reservation of categories and age limit for the post of Peon are as under:-

**1. Process Server**

**Eligibility:** Having qualification of matriculation standard pass and knowledge of *Hindi or Punjabi*.

**2. Peon**

**Eligibility:** Having qualification of middle standard pass and knowledge of *Hindi or Punjabi*.

**Reservation of Categories**

Name of Post	PwBD (Low Vision) (General)	General	SC/ST	BC-A	BC-B	ESM (General)	Total
Peon	01	05	02	01	01	01	11
Process Server	01	01	-	-	-	-	02

**Age Limit:** 18 years to 42 years as on 01.01.2024. Relaxation as fixed by the Government of Haryana from time to time.

**Last date for submission of application and other information**



The last date for submission of applications in the office of District and Sessions Judge, Sonipat, is **09.12.2024 till 05.00 p.m.** by all modes (through postal department/courier services or by-hand) and no application will be accepted/ entertained after the last date. Applications of the candidates should contain name of post, name of the applicant, father's name, date of birth, educational qualification, gender, reserved category, experience (if any), present postal address with contact numbers, permanent address, e-mail ID etc. Format of the application form is also available on the website of this office. One latest passport size coloured photograph must be affixed on the application form and self-attested photocopies of educational documents and certificates regarding category, experience etc. must be attached with the application form. The candidate, who does not attach the document of reserved category, shall be treated as a candidate of general category. Application forms, which are incomplete and are without the required documents, will be summarily rejected. The candidates who are applying for both posts must submit separate applications for each post. Applications for both posts submitted in a single form will not be entertained and will be treated as rejected.

The applicants may send their applications by post/courier service or submit the same by hand in the office on each working day from 10:00 a.m. to 05:00 p.m. up to 09.12.2024. It is made clear that the applications received after due date shall not be entertained in any manner. This office will not be responsible for late distribution/non-distribution of applications of the candidates by postal department/courier service.

It is also made clear that the number of vacancies may be increased or decreased with or without prior notice, as per requirement. This office reserves the right to adopt justifiable criteria for short-listing the candidates in case a large number of applications are received.



Willing candidates working in Government/Semi-Government/Corporations/Boards are directed to submit their applications through proper channel.

**INTERVIEW SCHEDULE**

Interview schedule for the vacant posts of Peon and Process Server shall be uploaded on the official website of Sonipat Sessions Division i.e. <https://districts.ecourts.gov.in/sonipat>. All candidates applying for the posts are directed to visit the above noted website regularly after 10.01.2025 to note down the interview schedule. No separate call letter will be sent and no T.A./D.A. will be paid to the candidates for appearing in interview.



(Parmod Goyal)

District and Sessions Judge,  
Sonipat.

Dated, November 14, 2024.