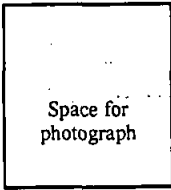


PROFORMA

APPLICATION FOR THE POST OF CLERK



CATEGORY _____

1. NAME : _____
2. FATHER'S/HUSBAND NAME : _____
3. DATE OF BIRTH : _____
4. AGE AS ON 01.01.2024 : _____
5. QUALIFICATION : _____
6. PERMANENT ADDRESS : _____
7. CORRESPONDENCE ADDRESS: _____
8. NATIONALITY : _____
9. CONTACT NO./E-MAIL ID : _____
10. EXPERIENCE, IF ANY : _____
11. WHETHER ANY FIR/CRIMINAL CASE WAS/IS REGISTERED/ PENDING AGAINST YOU, WITH THE POLICE OR ANY COURT, IF YES STATUS OF THE SAME BE ATTACHED WITH THE APPLICATION : _____
12. SPECIAL APTITUDE, IF ANY : _____
13. LIST OF DOCUMENTS ATTACHED : _____

UNDERTAKING

I have read all the terms and conditions published on the official website of Bathinda, Sessions Division. I further under take to visit the website to seek latest information regarding process of recruitment of my own.

(Signature of applicant)

NOTE:-

1. The dates for written test (English Composition and General Knowledge) and Computer Proficiency Test will be uploaded on the official website of this Sessions Division. Applicants are advised to visit the official website <https://districts.ecourts.gov.in/bathinda> of this Sessions Division regularly for updates. However, it shall be the responsibility of the candidates to keep them updated about the same. This office shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to non visiting of website, where important information regarding different stages of recruitment process will be uploaded. No separate intimation will be sent.
2. The candidate shall have to take written examination (objective type) in the following subjects:-

Sr. No.	Duration	Subject	Maximum Marks	Qualifying Marks
1	2 hours	General Knowledge	50	33% marks 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.
2		English Composition	50	
Total Marks			100	

It is clarified that there will be negative marking in multiple choice questions. For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit. Thereafter, out of total candidates who qualify the written test, ten times of advertised posts shall be called for Computer Proficiency Test (CPT) i.e. to assess the proficiency of candidates in operation of computer, which is mandatory but the marks of this Computer Proficiency Test would not be counted towards the final merit as this test will be only of qualifying in nature. Computer Proficiency Test shall comprise of two parts. In Part-I, candidates will have to qualify the Spread Sheet Test which is of 10 marks and of 10 minutes duration by securing 40% 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.

3. All the candidates must bring the original testimonials along with valid identity proof with them, at the time of written/typing test. No TA/DA will be paid to the candidates for this purpose.
4. The incomplete applications and those received after 05.00 pm of due date i.e. 20.04.2024 shall not be entertained and shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery whatsoever.
5. Before applying for the post, candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if appointed erroneously such candidate shall be removed from service.
6. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
7. Preference will be given to the retrenched employees of Sessions Division of State of Punjab.
8. The reservation of vacancies is as per the policy of Hon'ble High Court as well as of Punjab Government. Further, If no candidate of reserved category is available then appointment will be made from General Category as per explanation to Rule 7 (iii) of Chapter-18, Part-A, Volume-1 of Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997.
9. The benefit of relaxation in age and reservation will not be extended to the applicants of reserved categories of other states (except age relaxation to Government employees as provided in Rules). These applicants are required to apply under General category.