OFFICE OF THE DISTRICT & SESSIONS JUDGE, LUDHIANA

PUBLIC NOTICE

Applications on prescribed proforma are invited for filling up of 56 posts of Clerks on adhoc basis, for a period of six months or till regular appointments are made, by the Hon'ble High Court, whichever is earlier. The application on prescribed proforma shall reach the below mentioned address up till the 5:00 PM of 06.06.2026: -

"Office of the District & Sessions Judge, Ludhiana,
New Judicial Courts Complex, Ludhiana"

For further details and specimen of proforma, candidates can see Employment Notice No.2 of 2026, which is available on the official website "https://ludhiana.dcourts.gov.in/."

District and Sessions Judge,
Ludhiana.

Endst. No. 2308 /G Dated, Ludhiana the 22 May, 2026.

A copy is forwarded to the followings for information and necessary action: -

1. All the District & Sessions Judges in the State of Punjab (alongwith Copy of Employment Notice No.2 of 2026) with request to display this notice on the Notice Boards of their Courts;
2. All the Judicial Officers working in this Sessions Division, to display the notice on the Notice Boards of their Courts;
3. The Deputy Commissioner, Ludhiana with a request to get it displayed on the notice Board of his office;
4. The Editor, Punjabi Tribune, with a request to publish the above-mentioned notice and send the copy of newspaper along with bill, to this office at the earliest;
5. The Deputy Director, Employment Generation and Training, District Bureau of Employment Generation and Training, Ludhiana alongwith copy of Employment Notice No.2 of 2026 and form of notification of vacancies with the request to send applications of eligible candidates with list;
6. The System Officer with the directions to upload the above public notice alongwith Employment Notice 2 of 2026 on the official website of "https://ludhiana.dcourts.gov.in/"
7. Daftri of this office with a direction to display this notice on the Notice Board of this Office.

District and Sessions Judge,
Ludhiana.

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EMPLOYMENT NOTICE
NO.2 OF 2026

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA

PUBLIC NOTICE

Applications are invited for the filling up of 56 posts of Clerks on *adhoc* basis, for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, from the eligible candidates on the prescribed proforma (given below) alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. alongwith two passport size photographs (one to be pasted on the right upper side of the prescribed proforma), up till the 5:00 PM of 06.06.2026:-

Educational Qualification	Emoluments	Age Limit	Number of Posts			
Candidates should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university. He/she should have passed matriculation examination with Punjabi as one of the subjects and must have proficiency in operation of Computers	Rs.29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble Punjab & Haryana High Court subject to the outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023	The candidate should be between 18 to 37 years of age as on 1.1.2026. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government	General	16	ESM (General)	2
			General (Women) of Punjab	6	ESM (General) (Women) of Punjab	2
			Economical Weaker Section of Punjab	5	ESM (SC (Mazbhi Sikh/ Balmiki)) of Punjab	1
			SC (Mazbhi Sikh/Balmiki) of Punjab	3	ESM (SC Others) of Punjab	2
			SC (Mazbhi Sikh/Balmiki (Women)) of Punjab	2	ESM (BC/ OBC) of Punjab	1
			SC (Others) of Punjab	4		
			SC (Others (Women)) of Punjab	2		
			BC/ OBC of Punjab	4		
			BC/ OBC of Punjab (Women)	3		
			Freedom Fighter (Women) of Punjab	1		
			Locomotor Disability (Women) of Punjab	1		
			Intellectual Disability or multiple disabilities (Women) of Punjab	1		

a) The reservation for different categories and related matters will be regulated as per the provisions of the Punjab Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997 as amended from time to time and other guidelines/instructions issued by Punjab Government which are duly

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adopted by the Hon'ble Punjab and Haryana High Court for the employees working in Subordinate Courts of Punjab State.

b) Number of vacancies may be altered without any prior notice.

c) Only EWS, Scheduled Caste, BC/OBC, Ex-Serviceman, Freedom Fighter candidates of Punjab domicile are eligible for seeking benefit of reservation. Reservation shall be provided to candidates belonging to PwBD category, as per rules. Candidates who belong to reserve category shall attach copy of their respective category certificate duly issued by the competent authority failing which he/ she will be considered in General Category.

SELECTION CRITERIA

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

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

- No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination.

Thereafter, shortlisted candidates (on the basis of the merit list) will be called for Computer proficiency Test (Word Processing and Spreadsheet) equal to the ten times of the number of vacancies.

DATE, TIME & VENUE OF TEST

The written test in respect of the advertised posts would be conducted tentatively in the month of July, 2026. However, exact details (date, timing, venue etc.) of the written test as well as computer proficiency test will be displayed on the notice board of the Office of the undersigned as well as on the website https://ludhiana.dcourts.gov.in. Candidates in their own interest are advised to check the website, frequently. **No separate/ individual information will be given to any candidate by this office.**

NOTES

1. Applications on the prescribed proforma should be legibly filled in CAPITAL LETTERS with complete particulars. The candidate shall submit the duly signed application form, bearing the date thereunder, along with all the requisite supporting documents. The application sent by post must be enclosed in an envelope superscribed as "APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS". Further, each envelope shall contain only one application.

2. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.

3. All applicants irrespective of their category i.e. General or reserved category, can submit only one application for a particular category. In

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case, an applicant submits more than one application, only latest application will be considered

4. The certificate for the claim of reservation must be issued by the competent authority. The said certificate must be latest. Candidate shall also possess the domicile/residence certificate issued by the competent authority.

5. All particulars including category and sub-category once filled by the applicant shall be sacrosanct and no change shall be permitted at any stage of the recruitment process so the applicants are advised to fill all their particulars after taking due care and precaution

6. The Reservation for Economically Weaker Sections of Punjab shall be governed by instructions of the Punjab Government bearing Letters No. 1/3/2019-RCI/120 dated 28.05.2019, 8/2/2019-3PP1/1548834/1 dated 13.08.2019 and 1/16/2019-RC1/1566148/1 dated 05.09.2019 and subsequent amendments, if any.

7. The Reservation for Women of Punjab shall be governed by instructions of the Punjab Government bearing Letter No. 11/5/2017-1SS(3SS)/2594 dated 28.10.2020 and Letter No. 11/5/2017-1SS(3SS)/3268 dated 31.12.2020 and subsequent amendments, if any.

8. The Reservation for Freedom Fighter and their wards and grandchildren (paternal as well as maternal) of Punjab shall be governed by instructions of the Punjab Government bearing Letter No. 9(13)-3P1I-84/5822 dated 04.04.1985 and Letter No. 13/16/20103FF/959 dated 28.07.2011 and subsequent amendments, if any.

9. The reservation for the Persons with Benchmark Disabilities of Punjab shall be governed as per the Punjab Government letters No. 01/01/2017-3DC/1588894/1 dated 03.10.2019, 03/09/2021-3DC/452 dated 04.06.2021 and 03/09/2021-3DC/505 dated 20.12.2022 and subsequent amendments, if any.

10. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after due date shall not be entertained.

11. The candidates are required to bring at least one photo ID proof on the day of test alongwith other document(s) as asked for by this office at a later stage, if any.

12. No separate TA/DA will be given to the candidates appearing for test.

13. The scheduled test can be postponed/ cancelled, without any prior notice. In that case, next date of test shall be displayed on the notice board of this Office as well as on the website, stated above. No separate intimation will be sent to any candidate.

14. The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof as well as verification of their documents. If on

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verification at any stage before or after the said process and even after the completion of selection process, if it is found that an applicant does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect. If any document/ certificate of the candidate is found false or forged, further action shall also be taken as per law besides cancellation of candidature.

15. The number of vacancies as shown above are tentative and may be increased or decreased in future due to administrative exigencies and this office reserves the right to prepare a Merit List/ Waiting List of the candidates with more than actual/tentative number of vacancies.

16. In case the sufficient/required number of candidates are not available in any of the respective reserved category, then the vacancies left unfilled in such reserved category may be filled by this office from amongst the candidates available in unreserved category, subject to their availability.

17. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office shall reserve the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the public notice/employment notice.

District & Sessions Judge,
Ludhiana

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Staple one recent passport size photograph

(PROFORMA)

APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS IN THE SESSIONS DIVISION, LUDHIANA

Employment Notice No.2 of 2026

(to be filled in capital letters)

Paste recent passport size photograph duly self-attested

1.	Name	:	
2.	Father's Name/Husband Name	:	
3.	Date of Birth	:	
4.	Age as on 1.1.2026 (attach proof)	:	
5.	Qualification (Attach Proof)	:	

Stage	Nature of qualification (BA/B.Com/B.Sc. MA/M.Sc/M.Com etc)	Board/ University	Year of passing	Marks		%
				Total	Obtained	
Matric						
Graduation (must attach copy of degree)						
Masters						
Any other						

6.	Whether Punjabi passed upto matriculation or equivalent thereto (attach proof)	:	

7 Category (Attach Proof)

(Tick (☑) the category to which the applicant belongs)

1.	General		13.	ESM (General)	
2.	General (Women) of Punjab		14.	ESM (General) (Women) of Punjab	
3.	Economical Weaker Section of Punjab		15.	ESM (SC (Mazbhi Sikh/ Balmiki))	
4.	SC (Mazbhi Sikh/Balmiki) of Punjab		16.	ESM (SC Others)	
5.	SC (Mazbhi Sikh/ Balmiki Women)) of Punjab		17.	ESM (BC/ OBC)	
6.	SC (Others) of Punjab				
7.	SC (Others (Women)) of Punjab				
8	BC/ OBC of Punjab				
9.	BC/OBC of Punjab (Women)				
10.	Freedom Fighter (Women) of Punjab				
11.	Locomotor Disability (Women) of Punjab				
12.	Intellectual Disability or multiple disabilities (Women) of Punjab				

8.	In case of reserve category- Whether the candidate is a domicile of Punjab or not (attach proof)	:	Yes ☐ No ☐

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9.	Permanent Address	:	
10.	Correspondence Address		
11.	Nationality	:	
12.	Telephone/Mobile No.	:	
13.	E-mail ID	:	

Declaration by Candidate

I have read the terms and conditions of the advertisement and agree to the same and further I fulfil the requisite qualification and eligibility criteria to apply for the same. I hereby declare that the particulars given above have been filled by me and are correct and true to the best of my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected. I shall produce all the original testimonials/ certificates on the date of Computer proficiency test, if called for.

Place

Dated

Signature of candidate

List of attested documents to be attached:

Sr. No.	Details of proof	Tick ☑ if attached
1.	Copy of matriculation certificate as date of birth proof/ Punjabi pass proof	
2.	Copy of documents regarding qualification (copy of graduation degree should be attached) In case degree of the Course has not been issued yet, candidate should attach undertaking as per Annexure 'A' attached with the employment notice alongwith marksheets of all semesters/ years. However, if selected, the candidate would be allowed to join their services only on furnishing of the degree of the Graduation qualification which should have been issued on or before the last date of receipt of applications.	
3.	Copy of category certificate (in case of reserved category) The certificate for the claim of reservation must be issued by the competent authority. The said certificate must be latest. Candidate shall also possess the domicile/residence certificate issued by the competent authority	
4.	Two passport size photographs	
5.	Copy of Aadhar card/ID proof.	
6.	Other document, if any	

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Annexure 'A'

Undertaking

I, _____ S/o/D/o/W/o _____

R/o_____, do hereby solemnly affirm and declare as under:-

1. That I have applied for the post of Clerk on adhoc basis vice application number _____.
2. That I have not been issued Degree for my graduation qualification i.e. _____, till date and I am submitting copies of DMCs of all years/ semester. There is no compartment in any of the semester/ year and hence, I have completed my graduation.
3. I have acquired the said qualification prior to the last date of receipt of applications i.e. 06.06.2026.
4. In case it is found that I have given wrong information, my candidature be cancelled at any stage with consequential consequences and I shall have no objection.

Deponent

Verification:-

Verified that the contents of the above undertaking from Para No.1 to 4 are true and correct to the best of my knowledge and belief and nothing has been concealed therein and no part of it is false.

Verified at Ludhiana
Dt.

Deponent

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