

ADVERTISEMENT

Applications are invited from the eligible candidates to fill up 49 posts of Clerk on fixed salary of Rs.25,500/- P.M. purely on ad-hoc basis against the vacant posts of Clerk for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier.

QUALIFICATION

No candidate for direct recruitment shall be eligible to apply for the post of Clerk unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed matriculation examination with Hindi as one of the subject.

AGE LIMIT

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 1.1.2026. However, age relaxation for reserved posts shall be applicable as per reservation policies framed by the Government of Haryana from time to time and adopted by the Hon’ble High Court of Punjab and Haryana, Chandigarh.

RESERVATION

The reservation of above mentioned 49 posts of Clerk on adhoc basis is as under:-

Name of post	Genl.	Persons with Benchmark Disabilities			EWS	SC of Haryana		BC (A)	BC (B)	Ex-Serviceman of Haryana				Eligible Sports Person of Haryana
Clerk (ad-hoc)		Cat (a) LV	Cat (b) HH	Cat (C) OA,BA, OL,BL, OAL, LC, Dw AAV		DSC	OSC			Genl.	SC-OSC	BC-A	BC-B	
49	9	1	1	1	6	5	4	6	4	4	2	2	2	2

Abbreviations:-

DSC	-Deprived Scheduled Caste	HH	-	Hard of Hearing
OSC	-Other Scheduled Caste	OA	-	One Arm
BC-A	-Backward Class (Block-A)	BA	-	Both Arms
BC-B	-Backward Class (Block-B)	OL	-	One leg
ESM (Gen.)	-Ex-Serviceman (General)	BL	-	Both legs.
ESM (SC-OSC)	-Ex-Serviceman (Other Scheduled Caste)	OAL	-	One Arm and one leg.
ESM (BC-A)	-Ex-Serviceman(Backward Class (Block-A))	LC	-	Leprosy Cured
ESM (BC-B)	-Ex-Serviceman(Backward Class (Block-B))	Dw	-	Dwarfism
EWS	-Economically Weaker Section	AAV	-	Acid Attack victim.
LV	-Low Vision			

Note:

- (i) Reservation will only be applicable to the candidates of Haryana State having Haryana domicile and the 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 would be considered and applicable, provided that **in case of non availability of suitable candidate of reserved category for the post of Clerk, the reserved post shall be filled up by the suitable candidate(s) of General Category.**
- (ii) With regard to the PwBD category posts, in case, a particular suitable PwBD candidate as per the advertisement is not available, then the other suitable PwBD candidate will be accommodated, if permitted by the selection Committee, as per the instructions applicable.

The selection for the aforesaid posts shall be made strictly in accordance with the provisions of Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service), Rules, 1997.

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.	02 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.
2.		English Composition	Objective	20	
3.			Subjective (Essay, Letter, Precis, Translation)	30	
		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 access 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:-

PART-I				
Sr.No.	Duration	Type of test	Maximum Marks	Qualifying Marks
1.	10 Minutes	Spread Sheet/Excel	10	40% or more i.e. 4 or more marks

PART-II		
Sr.No.	Duration	Type of test
1.	30 W.P.M	Computer Typing test (English)

The select list of the qualified candidates will be prepared strictly on the basis of merit.

LAST DATE

Last date for submission of the applications complete in all respect shall be **28.05.2026 till 5:00 P.M.** by all modes (**through postal department/ courier services/ by hand**).

DATE, VENUE & TIME OF WRITTEN EXAMINATION

Date, venue and time of written examination for the posts of Clerk on ad-hoc basis will be published on the official website of Ambala Sessions Division i.e. <https://ambala.dcourts.gov.in/> in due course. No separate letter will be issued in this regard. It shall be the responsibility of the candidates to keep themselves updated about the same after the due date. The applicants must bring their identity proof (Aadhar Card/Driving Licence/Voter ID Card) at the time of written examination.

OTHER DETAILS

- (i) Proforma of application form for the post of Clerk (ad hoc) is available on the official website of Ambala Sessions Division i.e. <https://ambala.dcourts.gov.in/>
- (ii) The applications alongwith relevant documents should reach either by registered post or by hand well before the closing date at the following address by mentioning on the top of envelope **“APPLICATION FOR THE POST OF CLERK ON AD-HOC BASIS”**:-
**The Superintendent,
Office of District and Sessions Judge,
Judicial Courts Complex,
Ambala, Haryana.**

- (iii) Applications received through E-mail shall not be entertained.
- (iv) The incomplete applications and filled without photographs and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate. Persons with disabilities (PwBD) and candidates of reserved category shall also annexed attested copies of relevant latest certificates alongwith their application forms. The certificate for the claim of reservation must be issued by the competent authority.
- (v) No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after last date of submission of application and out-rightly rejected without any further correspondence. This office will not be responsible for any postal delay. Applications received through E-mail will not be entertained/ accepted in any manner. Similarly, applications, if any, received before the date of issuance of public notice shall not be entertained, in any manner. Unsigned applications will be deemed to be rejected. The applications for the candidates, who are under-age and over-age will also be deemed to be rejected. Category mentioned in the application by a candidate once made will not be allowed to be changed.
- (vi) If on verification at any time before or after the examination, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.
- (vii) The decision of Selection Committee in all matters relating to acceptance or rejection of any application, eligibility/ suitability of the applicants mode/criteria for selection etc. shall be final and binding on the applicants/ candidates.
- (viii) The list of candidates found eligible after scrutiny of applications as well as rejection list will be uploaded on the website of this Sessions Division.
- (ix) The candidates are advised to visit the website for any updates related to further process of recruitment. No separate correspondence shall be made in this regard.
- (x) The number of vacancies may increase or decrease.
- (xi) On completion of process, the final result will be displayed on the official website of this Sessions Division.
- (xii) No TA/DA shall be admissible to any candidate appearing in the examination for the above mentioned post.

-sd/-
District and Sessions Judge,
Ambala

To

The District and Sessions Judge,
Ambala

Subject: Application for the post of Clerk on Ad-hoc basis.

Duly self
attested
photograph

Respected Sir,

It is respectfully submitted that I have come to know through the reliable sources that some posts of Clerk on ad-hoc basis are lying vacant under your kind control. 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's/Husband's Name	:	_____
Date of Birth(DD/MM/YYYY)	:	_____
Educational Qualification	:	_____
Sex	:	_____
Category	:	_____
Nationality	:	_____
Contact number	:	_____
E-mail ID	:	_____
Permanent Address	:	_____ _____
Correspondence Address	:	_____ _____
Experience, if any	:	_____

Dated: _____ (Signature of applicant)

This is to certify 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)