

**PUNJAB STATE LEGAL SERVICES AUTHORITY, SAS NAGAR**  
**EMPLOYMENT NOTICE**  
**FOR**  
**RECRUITMENT OF PROCESS SERVERS (GROUP-D)**

<b>Employment Notice Number</b>	<b>Last date for online receipt of applications</b>
92/PULSA/2025	08.07.2025

Applications are invited from the eligible candidates through online mode for filling up **22 Posts of Process Servers** for Permanent Lok Adalats (Public Utility Services) established by Punjab State Legal Services Authority at district headquarters of the State. The category wise details of the posts, are as under:-

<b>Category wise details</b>	
General -	6
General (Women)-	3
SC-	3
SC (Women)-	2
SC (Ex-servicemen)-	1
Ex-servicemen-	1
Ex-servicemen (Women)-	1
BC-	1
BC(Women)-	1
General (EWS)-	1
General (EWS Women)-	1
Disabled Person- (Blind/low vision)	1

**Note:-**

- The number of vacancies may increase or decrease at any stage depending upon the requirement.

**1. Age**

- The age of applicant should be as per Punjab State (Group 'D') Services Rules, 1963 and shall be as on 01.01.2025.
- Candidate belonging to Scheduled Caste and Backward Classes of State of Punjab has an exemption of five years in the maximum age of entry in Government Service.
- Ex-servicemen of Punjab Domicile shall be entitled to relaxation in the upper age limit as per Punjab Recruitment of Ex-Servicemen Rules, 1982 and amendments relating thereto issued from time to time.
- The upper age limit shall be up to 45 years, in case of persons already in employment of Punjab Government/other State Government or the Government of India.

- The candidates belonging to disabled category shall have maximum relaxation of 10 years in the upper age limit.

## 2. Qualification

- Applicant must have passed examination of Middle Standard with Punjabi language as one of the subjects from recognized educational institution.

### Note:-

- The Applicant must fulfill the eligibility conditions of qualification as on the last date of submission of application.

## 3. Reservation Benefit

- ✓ Candidates claiming the benefit of reserved category must belong to State of Punjab;
- ✓ Candidate claiming the benefit under reserved category is required to produce category certificate issued by the Competent Authority.
- ✓ Candidates claiming the benefit of physically disabled category must belong to State of Punjab and required to produce category certificate issued by the competent authority in light of the instructions issued by Department of Social Security, Women & Child Development vide Notification No.1/1/2017/3DC/1588894/1 dated 03.10.2019. Further, the vacancy falling under physically disabled category shall be offered to the person with disabilities and physical requirements as provided in Notification No. 38-16/2020-DD-III dated 04.01.2021 issued by Govt of India, which was adopted by Government of Punjab vide Letter no. 3/9/2021-3DS/452 dated 04.06.2021.

## 4. PAY SCALE

As per the pay matrix issued under 7<sup>th</sup> Central Pay Commission, the minimum admissible pay would be 18000/-, subject to the condition that instructions issued by the State Government vide Letter No.7/204/2012-4FP1/60 dated 15.01.2015 and No.7/204/2012-4FP1/853793 dated 04.10.2016 shall be applicable mutatis mutandis.

## 5. Selection Criteria

**Step 1-**The candidates are required to pass the qualifying test of Punjabi Language equivalent to middle standard with at least 50% marks.

**Step 2-**The candidates who qualified the Punjabi Language Test will be called for viva voce '**an Assessment of General Aptitude, Behavior, Dress & Mannerism**'.

Punjab State Legal Services Authority reserves the right to shortlist the application on the basis of criteria fixed by the Competent Authority.

**Note:- The dates & venue for the aforementioned tests will be communicated through separate public notices to be uploaded on the website of the State Authority i.e. <https://pulsa.punjab.gov.in>.**

## 6. HOW TO APPLY

The candidates can only apply by filling Online Application Form, a link of which is available on the website of the State Authority i.e. <https://pulsa.punjab.gov.in>. Along with the application form, the following documents are also required to be uploaded by the candidate:-

- ✓ Middle Standard pass certificate/Matric pass certificate;
- ✓ Date of Birth Certificate;
- ✓ Certificates of educational qualification higher than middle standard;
- ✓ Residence Certificate (in case of reserve category);
- ✓ In case of reserve Category, the category certificate from the Competent Authority;
- ✓ Copy of No-objection Certificate signed by head of department, if the candidate is applying through proper channel.

### Note:-

- Candidates are advised to fill the details in the online application form carefully. After the submission of the online application form by the candidates, **NO CHANGE WILL BE ALLOWED**, and the candidate will be responsible for any mistake in the data filled in the online application form.
- **Category once selected by a candidate will not be changed under any circumstances.**

## 7. Other terms & conditions

The applicant shall fulfill the following terms and conditions as on date of publication of the advertisement: -

- (i) The candidates are advised to read the advertisement thoroughly before filling the Application Form;
- (ii) The candidates applying under the reserved category, must be resident of the State of Punjab and copy of the residence certificate must be attached with the application form;
- (iii) Incomplete Application Form shall be rejected outrightly and no correspondence shall be entertained in this regard;
- (iv) In no case, the application(s) uploaded after the last date be entertained. Application(s) received through any other mode except online

shall not be entertained;

**(v)** Applicant must ensure that he/she has an access to the internet facility with reasonable speed so to update himself/herself with the latest developments posted on the website of the State Authority '<https://pulsa.punjab.gov.in>', from time to time in context to the recruitment process;

**(vi)** Applicants are advised not to change their mobile number/Email IDs which they have mentioned in the application form;

**(vii)** Applicants are also advised not to give mobile number/Email ID of any other person(s) to avoid any future complication. The State Legal Services Authority shall not be responsible in any manner for non-delivery of information through the digital mode at any stage either due to non-activation of mobile phone or if the same is out of coverage area or is out of order due to some technical fault on part of candidate or its service provider. It shall be the responsibility of the candidate to update himself/herself by visiting the website of the State Authority from time to time for important notifications;

**(viii)** Applicant must check all the information furnished in the Application Form carefully before submission. The applicant shall be personally responsible for correctness of the information so quoted by him/her in the online Application Form. In case any of the information quoted in the application form is found false, he/she shall be liable for criminal prosecution apart from consequences under civil law as may be deemed proper;

**(ix)** In no case, the Applicant be allowed to change the contents of information filled in the Application Form after submission of the same;

**(x)** Punjab State Legal Services Authority shall reserve the right to increase or decrease number of vacancies at any stage;

**(xi)** The admission of the candidates at all the stages of the recruitment process will be purely provisional and subject to satisfaction of all the prescribed eligibility conditions by way of furnishing documentary evidence in support thereof. If on verification at any time i.e. during, before or after the recruitment process or even after the appointment, it has been found that the candidate has given the false information or the candidate is found ineligible, his/her candidature shall deem to be cancelled with immediate effect;

**(xii)** No extra time will be given to the applicant for production of any document. Failure to produce original testimonial/documents on demand will entail rejection of candidature;

**(xiii)** Document created or procured after last date of submission of

Application Form will not be accepted;

(xiv) The instructions issued by the Government of Punjab vide Letter No.7/204/2012-4FP1/66 dated 15.01.2015 as well as other instructions issued by the State Government from time to time regarding payment of emoluments during the probation period and other instructions regulating the service conditions, shall be applicable;

(xv) The candidate already working in the other Punjab Government departments, are required to upload the "No-objection Certificate" duly signed by the Head of Department;

(xvi) Candidates claiming the reservation under the Economic Weaker Section (EWS) are required to submit the certificate to this effect (as per the Instructions issued by Punjab Government, Department of Social Justice, Empowerment & Minorities (Reservation Cell) vide Letter No. 1/ 16/ 2019-RC1/ 116 dated 14.05.2019 to all the Deputy Commissioners of the State of Punjab and subsequent amendments, if any, from time to time;

(xvii) The employees who are working on contract/ad-hoc basis in any Department/Corporation/Board/Autonomous Body shall not be considered as employees of State/Central Government;

(xviii) Selected candidates can be posted/ transferred in any District in the State of Punjab;

(xix) No TA/DA will be paid to the candidates appearing for Punjabi Language examination and the test namely '**An assessment of General Aptitude, Behavior, Dress & Mannerism**' through viva voce or as and when called by State Authority in context to this recruitment process;

(xx) All announcements regarding this recruitment process will be made on the Official Website of Punjab State Legal Services Authority <https://pulsa.punjab.gov.in>. The candidates are advised to keep on visiting the website. Punjab State Legal Services Authority shall not be responsible for missing or non-receipt of any information on account of his/her failure of as to visiting the official website from time to time;

(xxi) The competent authority reserves the right to add or delete any of the aforesaid condition subsequently.

Dated:- 20.06.2025

Sd/-  
Member Secretary