

OFFICE OF THE DISTRICT & SESSIONS JUDGE,
PATHANKOT

PUBLIC NOTICE

Applications on prescribed proforma are invited along-with self attested copies of testimonials and two recent passport size photographs duly signed by candidate with complete bio-data up to 04.02.2025 by 05:00 PM for filling up the following vacant posts of Stenographer Grade-III on Ad-hoc basis. The qualification and other criteria to fill up these posts are as under :

Post	No. of Posts	Pay Scale	Essential Qualification	Age
Stenographer Grade-III (On Adhoc Basis)	Total = 04 General: 01 SC: 01 ESM: 01 Handicapped: 01 (Lower Limb)	Fixed monthly emoluments amounting Rs. 29,200/- in the light of letter No. Home-JD-10MISC/54/2023/2JUD11/926404/2024 dated 12.09.2024 of the Department of Home Affair and Justice, Government of Punjab conveyed by the Letter No.1230Spl./E.II/V II.B.4(Pb.)7-E dated 03.12.2024 of the Hon'ble Punjab and Haryana High Court, Chandigarh, subject to the outcome of SLP preferred by the State of Punjab against the Judgment dated 16.02.2023.	Candidates must have possessed a Degree of BA/B.Sc or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation. The Candidate will have to qualify the test of taking dictation in English Shorthand at the speed of 80 WPM and transcribe the same on computer typing at the speed of 20 WPM, having proficiency in the operation of computer.	The candidate should be between 18 to 37 years of age as on 01.01.2025 for General Category. 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 Govt.



DISTRICT AND SESSIONS JUDGE, PATHANKOT

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III (ON ADHOC BASIS).

1. NAME (in Capital Letters) _____
2. FATHER'S/HUSBAND'S NAME (in Capital Letters) _____
3. DATE OF BIRTH (Attach Proof) _____
4. AGE AS ON 01.01.2025 _____ Day _____ Month _____ Years
5. CATEGORY (Attach Proof for reserved category) _____
6. NATIONALITY _____
7. COMMUNICATION ADDRESS _____

8. CONTACT No. (MANDATORY) _____
9. WHETHER ANY FIR/CRIMINAL CASE IS/WAS PENDING OR REGISTERED OR CONVICTED IN ANY CRIMINAL CASE. _____
10. Whether passed Matriculation Examination with Punjabi as one of the subject _____

Affix Recent
Self Attested
Passport
Size Photograph

11 Educational Qualification

Name of Examination	Board/ University/ Equivalent Institution	Year of Passing	Marks secured	Total Marks	% age of marks
10 th class					
12 th Class					
Graduation					
Post-Graduation					
Other Qualification					

NOTE: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

12 Experience of Judicial Department

Name of the Sessions Division	Post held	Period of Service*	
		From	To

***Attach Experience Certificate from the concerned Sessions Division.**

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certified that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature will be liable to be rejected. I further certify that the attested copies of the certificates/documents attached with the application are correct and true copies.

Place _____

Dated _____

(Signature of applicant)

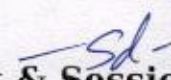
LIST OF DOCUMENTS TO BE ATTACHED:

1. Proof of Date of Birth.
2. Certificate of All the Educational Certificates.
3. Caste/Category Certificate or any other certificate for which he is seeking age relaxation.
4. Experience Certificate, if any.
5. Adhar Card and two Identical photographs (paste one Recent Passport size photograph and attached another with the Application).

NOTE/INSTRUCTIONS:

1. Post of Stenographer Grade-III shall be filled up on the basis of passing Computer Proficiency Test of M.S. Excel (Spread Sheets), M.S. Word (Word Processing) and also having a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same.
2. Application along-with self attested copies of relevant testimonials i.e. proof of qualification, date of birth, identity proof and category etc. and two passport size photographs, must reach this office well before by 05:00 P.M. on 04.02.2025. The incomplete applications and applications received after 05:00 PM either by post on due date i.e. 04.02.2025 shall be rejected, without assigning any reason. No application will be entertained thereafter. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
3. Application on prescribed proforma should be legibly filled up in Capital letters with complete particulars. Candidates have to send the signed application form alongwith all required supporting documents. Applications sent by post in the envelope must be superscripted "**Application for the post of Stenographer Grade-III on Adhoc basis**". The application form should be addressed to **the office of the District and Sessions Judge, Pathankot**. The "Application Form" is also available on the website of this office.
4. Before applying the post, the 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 erroneously appointed, such candidate shall be removed from the service immediately.
5. Candidates who belong to reserved category will have to attach a copy of certificate issued by the authority concerned along-with application otherwise he/she will be considered in General Category.
6. In case no candidate of reserved category is available or found eligible, appointment shall be made from General category.
7. All the candidates must bring their photo, identity proof and their testimonials, in original, at the time of competitive exam.
8. Number of above said posts can be increased or decreased by this office without giving any prior intimation to the candidates. In case of any Administrative reason arising later on, the recruitment for the aforesaid posts can be cancelled/postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this office "<https://pathankot.dcourts.gov.in/notice-category/recruitments/>".

9. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Office reserves the right to alter/modify or change any of the terms and conditions including selected criteria etc. spelt out in the advertisement.
10. No T.A./D.A. will be paid to the candidates appearing for test/interview.
11. Date of test for the post of Stenographer Grade-III (Adhoc basis) will be notified later on, on the website of this office i.e. "<https://pathankot.dcourts.gov.in/notice-category/recruitments/>". No separate letter will be issued for the same, as such the candidates are advised to check the website in routine for further information.

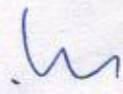

**District & Sessions Judge,
Pathankot.**

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PATHANKOT.

Endst. No. 247 Dated 18-01-2025

Copy forwarded to :-

1. All the District & Sessions Judges through E-mail in the State of Punjab, with the request to obtain and send applications alongwith service record of retrenched/surplus employees, if any, to this office on or before 04.02.2025 and to display the notice on the Notice Board.
2. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Boards of their respective Courts.
3. The District Employment Generation and Training Officer, Employment Exchange, Pathankot for sending the lists of eligible candidates for the abovesaid posts on or before 04.02.2025.
4. The Manager, Daily Charhdikala, Patiala, to publish the above mentioned Public Appointment Notice in the newspaper on 21.01.2025 and send the copy of the Newspaper alongwith bill to this office at the earliest.
5. Dealing official of this office with the direction to display this notice on the notice board of this Court/office.


**District & Sessions Judge,
Pathankot.**