

OFFICE OF THE DISTRICT & SESSIONS JUDGE
SHAHEED BHAGAT SINGH NAGAR

'PUBLIC NOTICE'

Applications on the prescribed form (offline mode) are invited upto **30.06.2025 till 05:00 PM**, for filling up 11 (~~06 anticipated posts~~) posts of Stenographer Gr. III (on Adhoc basis), initially for a period of six months or till the regular appointments are made by the Hon'ble Punjab & Haryana High Court, Chandigarh, whichever is earlier. The applications should be filled on the prescribed proforma, complete in all respects, along with attested copies of relevant testimonials including proof of age, education/technical qualifications, experience and two recent passport size photographs (out of which one should be pasted on the right upper side of the application).

Number of posts 11 (Eleven)				Pay	Educational Qualification	Age Limit
Actual Vacancies		Anticipated Vacancies				
General	1	S.C. (M &B)	1	Consolidated monthly salary of Rs.29,200/-, in accordance with the instructions issued by the Hon'ble Punjab & Haryana High Court, Chandigarh vide letter No.1230/ Spl./E.II/VII.B.4 (Pb.)7-E dated 03.12.2024 or as admissible from time to time.	1. Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University 2. Candidates should have passed Punjabi language as one of the subjects in Matriculation or its equivalent standard; 3. Candidates should have proficiency in computers including Word Processing and Spreadsheet. The candidate shall take down dictation at the speed of 80 W.P.M. In English Shorthand and then translate the same on the computer at the speed of 20 W.P.M.	The candidate should be between 18 to 37 years of age as on 01.01.2025. Relaxation of age shall be admissible as per norms of the Hon'ble High Court as well as Punjab Government.
General (W)	1	S.C. (M &B) (W)	2			
E.W.S. (W)	1	B.C./O.B.C. (W)	1			
S.C. (R&O)	1	E.S.M.	1			
PwD (L.L.D.) (W)	1	E.S.M. (W)	1			
Total	5	Total	6			

Abbreviations: R&O = Ramdasia Sikh and Others, PwD = Physically handicapped, L.L.D.= Low Limb Disability, W = Woman, M&B = Mazhabi and Balmiki Sikh, E.S.M. = Ex-Serviceman, E.W.S. = Economically Weaker Section.

SELECTION PROCEDURE:-

Post of **Stenographer Grade-III** will be filled up on the basis of English Shorthand test having speed of 80 W.P.M. and 20 W.P.M. in Transcription of the same as well as Computer Proficiency Test including Spreadsheet, Word Processing etc.

Note:-

- (i) List of the eligible candidates along with instructions regarding Written Examination, will be uploaded on the official website of this Sessions Division, the link of the same is <https://sbsnagar.dcourts.gov.in/notice-category/recruitments/>, two days before the date of examination.
- (ii) Venue/time and Schedule of Short-hand test/Computer Proficiency Test etc., will be notified on the official website of this office only, the link of the same is <https://sbsnagar.dcourts.gov.in/notice-category/recruitments/>. The candidate will be solely responsible to appear in the C.P.T./Shorthand test on the date fixed. No separate information in this regard will be sent to the candidates.
- (iii) No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes in the Short hand test. Further, the Computer Proficiency test shall be only of qualifying nature, of 10 marks and of 10 minutes duration. To qualify Computer Proficiency Test, a candidate shall have to secure 40% or more i.e. 4 or more marks.

Other Important instructions :-

1. Prescribed proforma of application is available on the official website of this office i.e. <https://sbsnagar.ecourts.gov.in>.
2. Incomplete applications and **those received after 05.00 PM of due date i.e. 30.06.2025** shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
3. Before applying to the above said posts, 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.
4. It is mandatory to mention **contact numbers and e-mail Ids** in the applications.
5. It is to made clear that **there is no application fees for applying for the aforesaid posts** and no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing applications forms in bulk would not be entertained.
6. No request of any sort to make up deficiency in the application form would be entertained after the due date nor this office shall entertain any call or conversation regarding receipt of application forms as well as their tracking.
7. **No T.A./D.A.** will be paid to the candidates for C.P.T./Shorthand test purpose.

8. Number of above said posts, may be increased or decreased due to administrative reasons. However, this office reserves the right to CANCEL/ POSTPONE the Computer Proficiency Test/ Shorthand test due to administrative reasons. However, notice in this regard will be notified on the official website of this office.
9. The Competent Authority reserves the right of any amendment, cancellation and changes to this advertisement, as a whole or in part without any prior notice to the candidates. In that case, it will be displayed on official website of this office only.
10. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office reserve the right to alter/modify or change any of the terms and conditions including selection criteria, eligibility etc. spelt out in public/employment notice.
11. Candidates are advised to check official website of this Court time to time for latest updates:

<https://sbsnagar.dcourts.gov.in/notice-category/recruitments/>


District & Sessions Judge,
Shaheed Bhagat Singh Nagar.

Endst. No. 3082 /DSJ-6A/1 Dated, S.B.S. Nagar the 31/05, 2025.

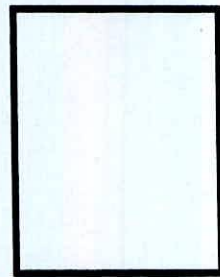
Copy forwarded to the following for information and necessary action:-

1. All the District & Sessions Judge in the State of Punjab (through E-mail) with the request to get the notice displayed on the notice board of their respective Sessions Division.
2. All the Judicial Officer posted in S.B.S. Nagar Sessions Division for affixing the copy of Public Notice on the Notice Board of their respective Courts, for information of the General Public.
3. The District Employment Exchange, SBS Nagar for information and with the request to send the names of eligible candidates to this office upto 30.06.2025 till 05.00 P.M.
4. The Manager, Daily Chardikala, Patiala, for publishing this Notice in the newspaper and send the bill along with copy of the advertisement to this office for payment.
5. Copy of this notice be displayed on the notice board of this Court.
6. System Officer/System Assistant of this office to upload the detailed advertisement along with prescribed form on the official website of this office.


District & Sessions Judge,
Shaheed Bhagat Singh Nagar

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SBS NAGR

APPLICATION FOR THE POST OF STENOGRAPHER GR. 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. Category (As per the vacancy)
(Attach proof for reserved category) _____
5. Nationality _____
6. Correspondence Address

7. Contact No. _____
8. Email-id _____
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 (Yes/No) _____
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					
Any 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.

Declaration:-

I have read the terms and conditions of the advertisement and agree to the same. I hereby certify 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 is liable to be rejected. I further certify that the attested copies of the certificates/documents attached with the application are correct and true copies.

Dated: _____

(Signature of applicant)

OFFICE OF THE DISTRICT & SESSIONS JUDGE : S.B.S. NAGAR

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*"Office of the District & Sessions Judge,
New Judicial Courts Complex, Chandigarh Road, S.B.S. Nagar-144514*

Details with regard to these posts e.g. educational qualification, age limit, reservation, selection criteria, emoluments etc., is mentioned in the separate Employment Notice, which is available on the below mentioned official website of this Sessions Division. Candidates are advised to check official website of this Sessions Division from time to time, for latest updates :

<https://sbsnagar.dcourts.gov.in/notice-category/recruitments/>

**District & Sessions Judge,
Shaheed Bhagat Singh Nagar.**

Endst. No. 3082 /DSJ-6A/1 Dated, S.B.S. Nagar the 31/5, 2025.

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**District & Sessions Judge,
Shaheed Bhagat Singh Nagar.**