

## **OFFICE OF DISTRICT AND SESSIONS JUDGE, PALWAL**

### **EMPLOYMENT- NOTICE**

District & Sessions Court, Palwal invites applications for the following vacancies, **purely on ad-hoc basis** on consolidated pay of 25,500/- per month for each post, initially for a period of six months or till regular appointments for the above-said posts are made by the Hon'ble Punjab & Haryana High Court, Chandigarh, whichever is earlier. These appointments will be made in compliance with Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997 :-

#### **CLERK : 22 Posts**

Existing Vacant post of Clerk	Gen.	SC of Haryana	BC of Haryana		PwD (Benchmark disability)				ESM			
			BC-A	BC-B	Gen Cat. (a)	BC-A Cat. (b)	SC Cat. (c)	BC-B Cat. (d & e)	Gen.	SC	BC-A	BC-B
22	10	03	02	02	01	--	--	--	02	01	01	--

#### **STENOGRAPHER GRADE III : 13 Posts**

Existing Vacant post of Stenographer Gr. III	Gen.	SC of Haryana	BC of Haryana		PwD (Benchmark disability)				ESM			
			BC-A	BC-B	Gen Cat. (a)	BC-A Cat. (b)	SC Cat. (c)	BC-B Cat. (d & e)	Gen	SC	BC-A	BC-B
13	07	02	02	01	---	---	---	---	01	---	--	--

#### **DRIVER : 02 Posts**

Existing Vacant post of Drivers	Gen.	SC of Haryana	BC of Haryana		PwD (Benchmark disability)				ESM			
			BC-A	BC-B	Gen Cat. (a)	BC-A Cat. (b)	SC Cat. (c)	BC-B Cat. (d & e)	Gen	SC	BC-A	BC-B
02	02	--	--	--	---	---	---	---	--	---	--	--

**Note :** In case of non-availability of reserve category candidates, these posts (ad-hoc basis) may be filled up amongst the candidates of general category.

#### **Educational Qualification(s):**

<b>Clerk</b>	Candidates who possess a degree of <b>Bachelor of Arts/ Science/ Commerce or equivalent</b> thereto from a recognized university and has passed matriculation examination with Hindi as one of the subject. He must have proficiency in operation of computers.
<b>Stenographer Gr. III</b>	Candidates who possess a degree of <b>Bachelor of Arts/ Science/ Commerce or equivalent</b> thereto from a recognized university and have proficiency in computers (Word Processing and Spread Sheets). The candidate has to pass a test at a speed of 80 W.P.M. in English Shorthand and 20 W.P.M. in Transcription of the same.
<b>Driver</b>	a) The Candidates should be at least Middle Pass with Punjabi/Hindi as one of the subject. b) The candidate should possess a valid license for L.T.V. c) The candidate should not have been convicted for any offence for negligent driving. d) The candidate should have a minimum of two years experience of driving a car. The applicant should possess a requisite experience certificate in this regard.

#### **Age:-**

The minimum age limit of a candidate for appointment to the aforesaid posts shall be 18 years and the upper age limit shall be 42 years, which is in accordance with the latest instructions of the Haryana Government in this regard to be calculated as on 01.01.2024. In the case of Candidates belonging to Scheduled Caste and Backward Class-A and B of Haryana State and persons already in Government employment, the upper age limit shall be such, as may be fixed by the Haryana

Government from time to time.

**Mode of Selection**

**Clerk(s) : -**

The Selection for the post of Clerk will be made on the basis of a written examination in subjects of **(i) English Composition and (ii) General Knowledge, consisting of 50 marks each. No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate (33% qualifying marks in each subject) in the written examination.** The candidates who would qualify the prescribed written test, shall be called for Computer Proficiency Test. The candidates will have to qualify Computer Typing Test in English at the speed of 30 w.p.m.

**Stenographer Gr.III:**

Candidates for the post of Stenographer Grade-III will have to qualify the English Shorthand Test and its Transcription at the speed of 80 w.p.m. and 20 w.p.m. respectively on Computer. The candidates will also have to qualify a Computer Proficiency Test.

**Driver :**

By conducting Written Test, Driving Test & Interview (as per the decision of Selection Committee) to check the practical knowledge of driving skill/rules/signs. Final selection shall be based on driving skill test and Interview.

**Date & Place of Written/driving skill Test(s) & Interview:**

The candidate(s) who wish to appear for the post(s) of **Clerk, Stenographer Gr.III & Driver** are directed to regularly check the website of this Sessions Division i.e <https://palwal.dcourts.gov.in/notice-category/recruitments/> after closing date of receiving applications i.e. 31.03.2024. All the relevant details such as date & place of test(s) of each posts and Roll Number etc. shall be uploaded on the website of Palwal Sessions Division.

**Instructions for applying the said post(s):**

- 1.** All candidates must submit separate applications for each desired posts on Application format available on the official website of District Courts, Palwal, at <https://palwal.dcourts.gov.in/notice-category/recruitments/>.
- 2.** Each application should include the candidate's latest passport-size photograph affixed at the top, along-with the following details: full name, father's/husband's name, date of birth, gender, educational qualifications, category of reservation (if applicable), contact number, email address, permanent and postal address, and any relevant experience. Additionally, applicants must provide attested copies of relevant certificates.
- 3.** Candidates currently employed on ad-hoc basis in any Government/ Semi-Government department, Board or Corporation, or similar entity must ensure that their applications are routed through the proper channel. All candidates are directed to send their applications mentioning address on the envelope as "**The District and Sessions Judge, District Court Complex, Palwal,**" by clearly indicating ("**Post Applied for \_\_\_\_\_**") on top of the envelope.
- 4.** Incomplete applications, those lacking photographs, or missing attested copies of relevant certificates, received after the due date or before the date of advertisement will be outrightly rejected without prior information to the candidates.
- 5.** The last date/deadline for receiving applications for the advertised posts, purely on an ad-hoc basis, is **31.03.2024, till 5:00 P.M.** No application received after this deadline will be entertained under any circumstances. Delays caused by postal authorities or any other

reasons will not be considered grounds for accepting applications after the due date.

- 6.** The number of vacancies may vary depending on the requirements at the time of selection.
- 7.** Candidates should note that no separate call letters will be issued for the tests conducted for the advertised posts. It is the responsibility of the candidates to stay updated by checking the public notice affixed on the notice board of this Court and the website of District Courts, Palwal, at <https://palwal.dcourts.gov.in/notice-category/recruitments/>.
- 8.** Candidates must bring their original testimonials and identity proof to the tests. Travel Allowance (TA) or Dearness Allowance (DA) will not be provided to any candidate appearing for the tests.
- 9.** The decision of the Selection Committee regarding the acceptance or rejection of applications, eligibility, suitability of applicants, mode/criteria for selection and all other matters, shall be final and binding on all applicants.
- 10.** Upon completion of the selection process, the final results will be displayed on the official website of this sessions division.

Sd/-  
**District & Sessions Judge,  
Palwal.**

**APPLICATION FORM FOR THE POST OF \_\_\_\_\_ (ADHOC BASIS) IN SESSIONS DIVISION PALWAL**

To  
The District & Sessions Judge,  
Palwal

Affix self attested latest  
passport size colored  
photograph of  
the candidate.

**Subject:- Application for the post of \_\_\_\_\_.**

Name of Candidate	:	_____			
Father's / Husband's Name	:	_____			
Date of Birth	:	_____/_____/_____			
Age as on <b>01.01.2024</b>	:	_____ <b>years</b> _____ <b>months</b> _____ <b>days</b>			
Gender (Male/Female)	:	_____			
Nationality	:	_____			
Permanent Address	:	_____			
		_____ <b>Pin Code</b> _____			
Postal Address	:	_____			
		_____ <b>Pin Code</b> _____			
Category (If claimed reservation, attach attested copy of relevant certificate)	:	_____			
<b>Educational Qualification : -</b>					
Examination /Degree	Board/ School/ University	Year of passing	Divn/ Class	%age of Marks	Grade Point
8th/ Middle Standard					
10th/Matriculation					
12th/ Sr. Secondary					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					
<b>Experience, if any, attach relevant Certificate.</b>			:		
Contact/Mobile Number			:		
E-mail I.D. (if any)			:		

**Note:- Attach attested photocopy of all relevant documents.**

I, \_\_\_\_\_ son/daughter/wife of Shri. \_\_\_\_\_, hereby declare that the information given above and in the attached documents is true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

**(Signature of Candidate)**