

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PALWAL

“EMPLOYMENT NOTICE”

Applications are invited from eligible candidates for the post of Stenographer Grade III, purely on ad-hoc basis, on a consolidated remuneration of ₹25,500/- per month, initially for a period of six months, or, till regular appointments to these posts are made by the Hon’ble Punjab & Haryana High Court, Chandigarh, or, till the Stenographer Gr.-III posted in this Sessions Division become eligible for their promotion to the posts of Stenographer Gr.-II, whichever is earlier. The recruitment shall be carried out in accordance with Rule 7 of the *Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997*.

Details of Vacancies – Palwal Sessions Division															
Name of Sessions Division	Total Number of vacancies	Gen	SC of Haryana		BC of Haryana		PwBD of Haryana		EWS of Haryana	ESM of Haryana				ESP of Haryana (Eligible Sports Person)	
			DSC	OSC	BC-A	BC-B	Low vision	Lower Limb disability		Gen.	SC		BC-A		BC-B
											DSC	OSC			
Palwal	13	05	01	01	02	01	01	---	01	01	----	----	----	----	----

Note: In case suitable candidates from reserved categories are not available, the posts shall be filled from amongst eligible candidates of the General Category, strictly on an ad-hoc basis.

Educational Qualification:

Candidates must possess a Bachelor’s degree in Arts, Science, or Commerce or an equivalent qualification from a recognized university. They must also demonstrate proficiency in computers (Word Processing and Spreadsheets) and qualify an English Shorthand Test at 80 W.P.M. and Transcription at 20 W.P.M. on computer.

Age Limit:

Applicants must be at least 18 years of age and not more than 42 years as on 01.07.2025, in accordance with the latest Haryana Government instructions. Age relaxation shall be applicable to candidates belonging to Scheduled Castes, Backward Class-A & B of Haryana, and to those already in Government service, as per applicable government norms.

Mode of Selection:

Candidates will be required to qualify:

1. English Shorthand Test at 80 W.P.M. and Transcription at 20 W.P.M. on computer, and
2. A Computer Proficiency Test (qualifying in nature).

Schedule of Tests:

Applicants are advised to regularly check the official website of this Sessions Division <https://palwal.dcourts.gov.in/notice-category/recruitments> after the closing date i.e. 07.08.2025, for all updates including the test schedule, venue, and roll numbers. No separate call letters will be issued.

All candidates applying for the said post are hereby informed that the Stenography/Shorthand test is scheduled to be held on **12.08.2025**, provided the total number of applications received is **250 or fewer**. However, if the number of applications exceeds **250**, the test will be conducted on **18.08.2025**.

Instructions for Submission of Application:

1. All candidates must submit their applications in the prescribed format, available on the official website of District Courts, Palwal, at <https://palwal.dcourts.gov.in/notice-category/recruitments>, for the post of Stenographer Grade III (Ad-hoc basis).
2. The application must include a recent passport-size photograph affixed at the top and contain details such as full name, father's/husband's name, date of birth, gender, educational qualifications, reservation category (if any), contact number, email address, permanent and correspondence address, and relevant work experience. Attested copies of all necessary documents must be enclosed.
3. Candidates already employed in any Government/Semi-Government Department, Board, or Corporation on ad-hoc basis must submit their applications through proper channel.
4. The envelope should be clearly superscribed as "Post Applied For Stenographer Grade III (Adhoc)" and addressed to: The District and Sessions Judge, District Court Complex, Palwal.
5. Applications that are incomplete, without photographs, missing required documents, or received after the last date, shall be rejected without prior notice.
6. The last date for receipt of applications is 07.08.2025 up to 5:00 P.M. Applications received after this deadline, including those delayed due to postal or other reasons, shall not be entertained.
7. The number of posts is subject to change depending on administrative requirements at the time of selection.
8. No separate call letters will be issued. All important information will be displayed on the notice board of this office and the official website mentioned above.
9. Candidates must bring their original documents and valid ID proof at the time of the test. No TA/DA shall be admissible for appearing in the test.
10. The decision of the Selection Committee regarding eligibility, selection criteria, acceptance/rejection of applications, and all related matters shall be final and binding.
11. The final result will be published on the official website of this Sessions Division.

Sd/-

District & Sessions Judge
Palwal/17.07.2025

APPLICATION FORM FOR THE POST OF STENOGRAPHER GR. III
(ADHOC BASIS) IN SESSIONS DIVISION PALWAL

To
The District & Sessions Judge, Palwal

Subject:- Application for the post of Stenographer Gr.III.

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

Name of Candidate : _____

Father's / Husband's Name : _____

Date of Birth : _____/_____/_____

Age as on 01.07.2025 : _____years_____months_____days

Gender (Male/Female) : _____/

Nationality : _____/

Permanent Address : _____
_____Pin Code _____

Postal Address : _____
_____Pin Code _____

Category
(If claimed reservation,
attach attested copy of
relevant certificate) : _____/

Educational Qualification : -

Examination /Degree	Board/ School/ University	Year of passing	Divn/ Class	%age of Marks	Grade Point
10th/Matriculation					
12th/ Sr. Secondary					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					

Experience, if any,
attach relevant Certificate. : _____

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)