

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FAZILKA.

PUBLIC NOTICE

Applications of the eligible candidates on prescribed proforma, given below, with complete Bio-data along with self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belongs to, two passport size photographs out of which one should be pasted on the right upper side of the prescribed proforma, are invited to filling up 14 posts of Clerk (on adhoc basis), 07 posts of Stenographer Grade-III (on adhoc basis) for a period of six months or till the regular appointment are made by the Hon'ble High Court, Chandigarh, whichever is the earlier and 01 post of Lift Operator (on contract basis as per DC rates for the period upto 28.02.2025), upto 05:00 PM. on 26.11.2024 as per detail given below:-

| Sr. No | Name of the Posts | Number of Posts | Pay Scale | Minimum Qualification | Age on 01.01.2024 |
|--------|---|--|--|---|--|
| 1 | Clerk (Adhoc basis) | Total= 14 General = 06 SC (M&B) =04 SC(Others) =03 BC = 01 | At the rates fixed by Deputy Commissioner Fazilka from time to time or any further revision as per instruction/clarification received from the Hon'ble High Court as well as Government of Punjab from time to time. | A degree of BA/B.Sc or equivalent thereto from a recognized University and he/she should have passed matriculation with Punjabi as one of the subject. | 18 to 37 years as on 01.01.2024 with the relaxation to reserved categories will be given as per Punjab Government rules. |
| 2 | Stenographer Grade-III (Adhoc basis) | Total= 07 General = 07 | At the rates fixed by Deputy Commissioner Fazilka from time to time or any further revision as per instruction/clarification received from the Hon'ble High Court as well as Government of Punjab from time to time. | Degree of BA/B.Sc or equivalent thereto from a recognized University and to qualify a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in transcription of the same and having proficiency in operation of computers. | 18 to 37 years as on 01.01.2024 with the relaxation to reserved categories will be given as per Punjab Government rules. |
| 3. | Lift Operator (on contract basis as per DC rates) | Total = 01 | At the rates fixed by Deputy Commissioner, Fazilka as admissible from time to time. | 1. Matriculation from a recognized board/University or equivalent. 2. ITI Trade Certificate in Electrical from any Govt. Institute or its equivalent. OR Two year's experience in the operation and maintenance of lifts. | 18 to 35 years as on 01.01.2024 with the relaxation to reserved categories will be given as per Punjab Government rules. |

(PROFORMA)
OFFICE OF THE DISTRICT & SESSIONS JUDGE, FAZILKA

APPLICATION FOR THE POST OF _____.

1. Name (In Block Letters) : _____
2. Father's /Husband's Name : _____
3. Permanent Address : _____
4. Address of Correspondence : _____
5. Date of Birth : _____
6. Qualification : _____
7. Nationality : _____
8. Experience, if any : _____
9. Category : _____
10. List of documents attached : _____
11. Special aptitude, if any : _____
12. E-mail : _____
13. Mobile No. : _____

Declaration by Candidate

I hereby declare that the information given above has been filled by me and is correct to the best of my knowledge.

(Signature of Candidate)

NOTE:

1. **Last date of submission of application is 26.11.2024 upto 05:00 P.M.**
2. The incomplete application and those received after 05:00 P.M. on due date i.e. 26.11.2024 shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery whatsoever.
3. Before applying for 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.
4. All the candidates will appear along with their original testimonials in the office of undersigned on the date fixed for test/interview. No TA/DA will be paid to the candidates for the said purpose.
5. Number of Posts, may be increased or decreased due to administrative reasons. In the case of cancellation/postponement of test/interview due to administrative reasons, this office shall not be responsible.
6. Merely satisfying the eligibility criteria does not entitle the candidate to be selected. This office reserves the right to alter/modify or change any of the term and condition including selection criteria etc. spell out in the advertisement.
7. The post of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserved category found eligible, as per law, whatever permissible.
8. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
9. All applicants must mention contact number and e-mail ID in the application form.
10. A candidate desirous of making application for the post of Clerk (adhoc), Stenographer Grade-III (adhoc) and Lift operator (on contract basis as per DC rates) required to fill

separate application forms for each of the posts, as a single application for all the posts would amount to cancellation of the application.

11. The written test (English Composition & General Knowledge) for the posts of Clerk (Adhoc) will be held on **22.12.2024 (Sunday)**.

The candidates shall have to take a written examination in the following subjects:

| Sr. No. | Subject | Max. Marks | Qualifying Marks |
|---------|---------------------|------------|------------------|
| (i) | English Composition | 50 | 33% |
| (ii) | General Knowledge | 50 | 33% |

Note:- No candidate shall be considered for computer proficiency test unless he/she obtains 40% marks in aggregate in the written examination.

12. Venue and schedule of written test/typing test/interview for the post of Clerk will be notified on or after 26.11.2024 on the website of this office i.e. <https://fazilka.dcourts.gov.in/notice-category/recruitments>.

13. The test/interview for the post of Stenographers Grade-III (Adhoc) will be conducted in this office at 10:00 A.M as per schedule mentioned below:-

| Candidates whose name start with alphabet | Date of test/interview |
|---|------------------------|
| A to M | 10.12.2024 |
| N to Z | 11.12.2024 |

14. The interview for the post of Lift Operator (on contract basis as per DC rates) will be conducted in this office at 10:00 A.M on 09.12.2024.

15. **All the candidates are advised to regularly check the official website of this office i.e. "<https://fazilka.dcourts.gov.in/>", for any updation/modification. No separate information in this regard will be sent to the candidates.**

Sd/-
(Avtar Singh),
District & Sessions Judge,
Fazilka.

Endst.No. 10124/EB

Dated 08.11.2024

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab with the request to arrange to get the Public Notice, displayed on the notice board of their respective Sessions Divisions;
2. The District Employment Generation and Training Officer, Fazilka, for sending the list of eligible candidates to this office on or before 26.11.2024;
3. All the Judicial Officers posted in Fazilka Sessions Division to get the notice displayed on the notice board of their respective courts and copy be also given to Daftri of this office for similar compliance;
4. The Manager, "Daily Charhdikala" Newspaper, Patiala, for publishing this Public notice in the newspaper on 11.11.2024;
5. System Officer/System Assistant of this office to upload the same on the official website of this office.

Sd/-
(Avtar Singh),
District & Sessions Judge,
Fazilka.