

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA**

**PUBLIC NOTICE**

Applications, on prescribed proforma enclosed herewith alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belongs and one passport size photograph are invited upto 20.03.2025 till 05:00 PM to fill up 30 (Thirty) posts of Stenographers Grade-III on adhoc basis (including 15 anticipated vacancies), initially for a period of six months or till regular appointments are made by the Hon'ble High Court against the said posts, whichever is earlier, as per detail given below:-

Number of vacancies				Pay scale	Qualification	Age
Actual vacancies		Anticipated vacancies		Rs.29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble High Court of Punjab and Haryana, Chandigarh, subject to outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023.	A degree of Bachelor of Arts (B.A.) or Bachelor of Science (B.Sc) or its equivalent thereto from a recognized University. The candidate should have proficiency in operation of computers (word processing and spreadsheets).	18 to 37 years as on 01.01.2025 for General category and relaxation in age to the reserved categories will be given as per instructions of the Hon'ble High Court as well as Punjab Government.
EWS (General)	02	General	02			
EWS (General) (Woman)	01	General (Woman)	02			
Sportsman (General) (woman)	01	EWS (General) (Woman)	01			
SC (Majhbi Sikh/Balmiki)	03	Sportsman (SC others)	01			
SC (Majhbi Sikh/Balmiki) (Woman)	01	SC (Majhbi Sikh/Balmiki)	01			
SC (others) (Woman)	01	SC (Majhbi Sikh/Balmiki) (Woman)	01			
PwBD (Lower Limb Disability) (Woman)	01	SC (others)	02			
Ex-Servicemen (General)	01	SC (others) (Woman)	01			
Ex-Servicemen (General) (Woman)	02	OBC/BC	01			
Ex-Servicemen (SC others)	01	OBC/BC (Woman)	01			
Ex-Servicemen (OBC/BC)	01	PwBD (Lower Limb Disability)	01			
		Ex-Servicemen (General)	01			
Total	15	Total	15			
<b>Total (15+15)</b>			=			
<b>30</b>						

**Note:**

1. The venue and dates for English Shorthand and Transcription Test as well as Spreadsheet Test will be uploaded on the official website in due course. No separate/individual information will be given to any candidate by this office.
2. Prescribed proforma of application form for the post of Stenographer Grade-III (on adhoc basis) is also available on the official website of this office i.e. <https://patiala.dcourts.gov.in/notice-category/recruitments/>. The proforma should be legibly filled up in CAPITAL LETTERS with complete particulars. Application sent by post in an envelope must be superscribed "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS." The candidates are advised to regularly monitor the official website of this Sessions Division to confirm the date of English Shorthand and Transcription Test as well as Spreadsheet Test.
3. The incomplete/incorrect applications and the applications received after 05.00 PM of due date i.e. 20.03.2025 shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
4. The candidates shall take down dictation at the speed of 80 w.p.m. in English Shorthand and 20 w.p.m. in transcription of the same. No candidate shall be considered to have qualified the test, if he/she commits more than 12% mistakes. This test shall be only of qualifying nature of 10 marks and of 10 minutes duration. To qualify spreadsheet test, a candidate shall have to secure 40% or more i.e. 4 or more marks.
5. Before applying to the above said post, the candidate should ensure that he/she fulfills eligibility criteria. The applications shall be rejected if the candidate does not fulfill the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
6. The list of candidates selected after screening the applications based on the criteria mentioned above, will be uploaded on the official website of this office, providing details regarding the date, time and venue of the English Shorthand & Transcription Test as well as Spreadsheet Test.
7. All the candidates must bring their original testimonials with them on the date of Test. No TA/DA will be paid to the candidates appearing for the Test.
8. Number of above said posts may be increased or decreased due to administrative exigencies. In case of CANCELLATION/POSTPONEMENT of test due to administrative reasons, this office shall not be responsible. Any information in this regard, shall be uploaded on the official website of this office i.e. <https://patiala.dcourts.gov.in/notice-category/recruitments/>
9. If no suitable candidate from the reserved category is found eligible, then the post(s) of reserved categories will be offered to the candidate(s) of General category, as per prevailing rules, issued by the Hon'ble High Court or Government of Punjab from time to time.
10. All the candidates must mention their contact numbers and email IDs in their applications.

Sd/-  
District & Sessions Judge,  
Patiala

Endst. No. 2022

Dated : 04.03.2025

1. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to display the same on the notice board.
2. The Director, Employment Generation and Training Bureau, Patiala for information and with the request to obtain and send the applications of eligible candidates along with the list of the said candidates to this office upto 20.03.2025 till 05:00 PM.
3. All the Judicial Officers posted in this Sessions Division to get the notice displayed on the notice board of their respective Courts.
4. System Officer of this office is directed to upload the above said public notice along with the prescribed proforma, immediately, on the official website <https://patiala.dcourts.gov.in/notice-category/recruitments/>
5. Daftri of this office to display the notice on the Notice Board of this office.

Sd/-  
District & Sessions Judge,  
Patiala

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA**  
**PROFORMA FOR THE POST OF STENOGRAPHER GRADE-III**  
**(ON ADHOC BASIS)**  
*(should be filled in capital letters)*

Paste attested  
 photograph  
 here

1. Name : \_\_\_\_\_
2. Father's/Husband's Name : \_\_\_\_\_
3. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
4. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Date of Birth : \_\_\_\_\_
6. Age as on 01.01.2025 : \_\_\_\_ Years \_\_\_\_ Months \_\_\_\_ Days
7. Details of Degree (Bachelor of Arts (B.A.)  
 or Bachelor of Science (B.Sc) or  
 its equivalent thereto) : \_\_\_\_\_
8. Proficiency in operation of computers  
 (word processing & spreadsheets) : Yes  No   
 (Tick Yes or No)
9. Nationality : \_\_\_\_\_
10. Experience, if any : \_\_\_\_\_

11. Category (Tick the category to which the applicant belongs)

Category	✓	Category	✓
General		SC (Others) (Woman)	
General (Woman)		OBC/BC	
EWS (General)		OBC/BC (Woman)	
EWS (General) (Woman)		PwBD (Lower Limb Disability)	
Sportsman (General (Woman)		PwBD (Lower Limb Disability) (Woman)	
Sportsman (SC others)		Ex-servicemen (General)	
SC (Majhbi Sikh/Balmiki)		Ex-servicemen (General) (Woman)	
SC (Majhbi Sikh/Balmiki) (Woman)		Ex-servicemen (SC others)	
SC (Others)		Ex-servicemen (OBC/BC)	

12. List of documents attached : \_\_\_\_\_
13. Telephone/Mobile No. : \_\_\_\_\_
14. E-mail ID : \_\_\_\_\_

15. Educational Qualification : \_\_\_\_\_

Name of the Examination	Board/University	Year of Passing	Marks (Secured/Total)	Percentage
Matric				
Graduation				

16. Details of work experience, if any: \_\_\_\_\_

\_\_\_\_\_

**Declaration by Candidate**

I have read the terms and conditions of the advertisement and agree to the same. I hereby declare that the particulars given above have been filled by me and are correct and true to the best of my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Candidate)

**List of attested documents to be attached:**

1. Copy of date of birth proof
2. Copy of documents regarding qualification
3. Copy of Aadhar card
4. One passport size photograph
5. Copy of caste certificate (in case of reserved category)
6. Copy of experience certificate, if any