

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PATIALA

PUBLIC NOTICE

Endst. No. 1237

Dated : 31.01.2026

Applications, on prescribed proforma enclosed herewith along with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category and one passport size photograph, are invited upto **17.02.2026 (Tuesday)** till 05:00 PM to fill up 20 (Twenty) posts of Stenographers Grade-III on adhoc basis, 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:-

Categorywise number of vacancies		Pay scale	Qualification	Age
General	03	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 will have to pass the test of taking dication in English Shorthand at the speed of 80 W.P.M. and transcribe the same on computer by typing at speed of 20 W.P.M. and having proficiency in the computers(Word Processing and Spread Sheets).	18 to 37 years as on 01.01.2026 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.
General (Economically Weaker Section)	02			
General (Economically Weaker Section) (women)	01			
Sportsman (General) (women)	01			
SC (Majbi & Balmiki)	02			
SC (Majbi & Balmiki) (women)	01			
SC (others)	02			
BC/OBC	01			
BC/OBC (women)	01			
PwBD (Lower Limb Disability) (women)	01			
Ex-Servicemen (General)	01			
Ex-Servicemen (General) (women)	02			
Ex-Servicemen (SC others)	01			
Ex-Servicemen (BC/OBC)	01			
Total 20				

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.
3. 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.
4. The incomplete/incorrect applications and the applications received after 05.00 PM of due date i.e. **17.02.2026** shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
5. 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 of qualifying nature only, carrying 10 marks and 10 minutes duration. To qualify spreadsheet test, a candidate shall have to secure 40% or more i.e. 4 or more marks.
6. 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.
7. 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.
8. 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.
9. 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/>
10. 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.
11. All the candidates must mention their contact numbers and email IDs in their applications.

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 01.01.2026 : _____ 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. Category (Tick only one category to which the applicant belongs)

Sr. No.	Category	✓
1	General	
2	General (Economically Weaker Section)	
3	General (Economically Weaker Section) (women)	
4	Sportsman (General) (women)	
5	SC (Majbi & Balmiki)	
6	SC (Majbi & Balmiki) (women)	
7	SC (others)	

Sr. No.	Category	✓
8	BC/OBC	
9	BC/OBC (women)	
10	PwBD (Lower Limb Disability) (women)	
11	Ex-Servicemen (General)	
12	Ex-Servicemen (General) (women)	
13	Ex-Servicemen (SC others)	
14	Ex-Servicemen (BC/OBC)	

11. List of documents attached : _____
12. Telephone/Mobile No. : _____
13. E-mail ID : _____
14. Educational Qualification : _____

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

15. 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 Identity proof (Aadhar Card/Driving License/Voter ID Card etc.)
4. Copy of category certificate (in case of reserved category)
5. Copy of experience certificate, if any