

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, ROHTAK

NOTICE OF EMPLOYMENT

Applications are invited to fill up 19 **posts of Clerks (existing and anticipated)** and 15 **post of Stenographer Grade-III (English) (existing and anticipated)** purely on Adhoc basis on the consolidated pay **Rs. 25,500/-** per month i.e. minimum pay scale of the posts, for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier. The total number of vacancies may decrease due to withdrawal of courts, adjustment of surplus staff or otherwise, during the selection process and no intimation in this regard will be issued separately.

Category-wise vacancies:-

For the post of Clerks-

No. of total post	General	EWS	SC (DSC)	SC (OSC)	BCA	BC (B)	PwBD Cat.(a) Low Vision	Ex. Servicemen (ESM)	
								Gen	BC-A
19	06	02	02	01	02	02	1	02	01

For the post of Stenographers Grade-III:

No. of total post	General	EWS	SC (DSC)	SC (OSC)	BCA	BC (B)	PwBD Cat.(a) Low Vision	Ex. Servicemen (ESM) (General)	
								Gen	BC-A
15	05	02	02	01	02	01	1		01

The selection for the aforesaid posts shall be made strictly in accordance with amended Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 and as per explanation to Rule 7 (iii) of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Services), Rules 1997 Volume-I, Chapter 18-B, ***“Where no candidate of reserved category is available then appointment be made from general category”***.

1. Qualification:

For the post of Clerk (on Adhoc):

- No candidate for direct recruitment shall be eligible to apply for the post of Clerk unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Hindi as one of the subject.
- Candidates shall have to take a written examination in the following subjects.

Sr.No.	Subject	Max. Marks	Qualifying marks
1.	English Composition	50	33%
2.	General Knowledge	50	33%

- No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers. (Word and spread sheet). The candidates have to qualify Computer Typing Test at the speed of 30 w.p.m.

For the post of Stenographer Grade-III (on Adhoc):

Candidates, who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and pass a test at a speed of 80 w.p.m. in English Shorthand and 20 w.p.m. in Transcription of the same and have proficiency in computers (Word Processing and Spread Sheets). However, Computer Proficiency Test would only be qualifying in nature and its marks would not be counted towards the final merit.

2. **AGE LIMIT:** No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 01.01.2026, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana at Chandigarh and/or Haryana Government issued from time to time.

3. **LAST DATE:** The last date for receipt of the applications for both the posts either by post or by hand in the office of the undersigned i.e. The District and Sessions Judge, Sessions Court, Rohtak is **18.02.2026 upto 05:00 pm**. Delay on the part of the postal or other authorities shall be no ground for entertaining the applications received after due date. Applications received after due date shall not be entertained in any manner and shall be refused straightway, without any further correspondence. Similarly, applications, if any, received before the date of issuance of public notice shall not be entertained, in any manner. Applications received through email shall not be entertained in any manner.

4. Application Forms can be downloaded from the website of District Courts Rohtak i.e.

<https://rohtak.dcourts.gov.in/notice-category/recruitments/>

Candidates are advised to visit the website regularly after 18.02.2026, for updates related to further process of recruitment. If the candidate submits one application for both the posts, the same will be deemed to be rejected. The candidate shall submit separate application for each post.

5. One latest passport size colored photograph must be affixed on the application form in the given space and self attested photocopies of the educational documents and certificates regarding category, experience etc. must be attached with the application form. The candidates are required to bring their proof of identity at the time of written test/skill test, failing which, he/she will not be allowed for test.

6. The applicants should disclose all their educational qualifications and other declaration/certificate in the application form. Non-disclosure thereof may disqualify the concerned candidate for appointment and may also render him/her liable for prosecution under relevant provisions of law.

7. Incomplete applications or applications received without requisite documents shall be rejected straightway without assigning any reason whatsoever. No correspondence, whatsoever shall be entertained in respect of incomplete applications or those which are refused by this office for receipt after expiry of the last date i.e. 18.02.2026.

8. Unsigned applications will be deemed to be rejected. The applications for the candidates, who are underage and overage will also be deemed to be rejected. Category

mentioned in the application by a candidate once made will not be allowed to be changed. However, rejection list would be uploaded on the website of this office.

9. The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.

10. No TA/DA is admissible to any candidate appearing in the test(s) for the posts mentioned above.

11. No separate call letters for the written test/interview shall be issued.

NOTE:

The schedule of written test/interview shall be uploaded in due course on the official website i.e. <https://rohtak.dcourts.gov.in>.

Sd/-
District and Sessions Judge,
Rohtak