

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KARNAL.**

**EMPLOYMENT NOTICE**

Applications are invited from the eligible candidates to fill up **28 (Twenty eight) posts** of Stenographer Grade-III (English) purely on **Adhoc basis** in Karnal Sessions Division in the initial pay scale of regular Stenographer Grade-III/Steno-Typist i.e. ₹25,500/- per month 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, as per the details given below:

Name of Posts	Number of vacancies													
	28 Posts													
Steno-grapher Gr.III (Adhoc)	PwBD		Gen.	EWS (Economically Weaker Section)	SC		BC		ESM					ESP
	Lower limb disability	Low vision			DSC (Deprived Scheduled Caste)	OSC (Other Scheduled caste)	BC-A	BC-B	Gen. ESM	BC-A ESM	BC-B ESM	DSC ESM	OSC ESM	SC (DSC)
	01	01	10	03	02	01	02	02	02	01	01	01	00	01

Note: The number of vacancies may increase or decrease due to creation or withdrawal of Courts, retirement, promotion or otherwise during the selection process. No intimation in this regard will be issued separately.

In case of non-availability of candidates belonging to reserved category, then the posts may be filled up from amongst the candidates available in unreserved category, subject to availability, in terms of explanation to Rule 7 of the Haryana Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997.

**ESSENTIAL QUALIFICATION**

A person must possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and must have proficiency in operation of computers (word processing and spread sheets).

## **AGE LIMIT**

The candidate should not be less than 18 years and more than 42 years of age as on 01.01.2026. Relaxation in age will be given to the candidates of reserved categories as per the Haryana Government instructions.

## **MODE OF SELECTION**

The candidate shall have to pass a test at a speed of 80 W.P.M. in English Shorthand and 20 W.P.M. in transcription of the same on computer. He/she shall also have to qualify Computer Proficiency Test (word processing and spread sheets). Marks of Computer Proficiency Test would not be counted towards the final merit as it is only qualifying in nature. Select list will be prepared on the basis of merit.

## **LAST DATE**

The applications complete in all respect should reach in the office of District and Sessions Judge, Karnal by 05:00 p.m. on **13.02.2026**. No application, received thereafter, shall be entertained in any case.

## **DATE AND PLACE OF EXAMINATION**

The test will be conducted in the last week of February, 2026, tentatively. The venue, date and time of the examination will be informed on the official website of this office i.e. **<https://Karnal.dcourts.gov.in/>**. **Candidates are advised to go through the website on regular basis.** The applicants shall bring their original testimonials and identity proof at the time of Shorthand Test/Computer Proficiency Test. No separate call letters will be issued.

## **INSTRUCTIONS**

1. Format of application can be downloaded from the above-said website of this office.
2. Applicants should attach self attested copies of their testimonials with the application alongwith their latest passport size photograph duly attested, affixed on the application.
3. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. No correspondence whatsoever shall be entertained in respect of incomplete

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applications or those which are received in this office after **13.02.2026**. Delay on the part of postal authorities or otherwise shall not be a ground for entertaining the applications received after due date. If on verification at any time before or after the test, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.

4. Applications should reach at below mentioned address by mentioning on the top of the envelope "**APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS**":-

**Office of District and Sessions Judge,  
Judicial Courts Complex, Sector-12,  
Karnal (Haryana).**

5. No advance copy of application shall be entertained and applications sent through e-mail will not be accepted in any case.
6. No TA/DA is admissible to any candidate appearing in Shorthand Test/Computer Proficiency Test for the posts mentioned above.
7. On completion of process the final result will be displayed on the official website of this office.
8. 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.
7. In case of any query, applicant may contact on this office Telephone Number 0184-2269001.

Dated:27.01.2026.

  
(Ajay Kumar Sharda)  
District and Sessions Judge,  
Karnal.

To

Learned District and Sessions Judge,  
Karnal.

Duly self  
attested Photo

**Subject: Application form for the post of  
Stenographer Grade-III (Adhoc basis).**

Respected Sir,

It is respectfully submitted that I am applying for the above said post and it is therefore, requested that my application may kindly be considered and I may kindly be given an opportunity to serve in your Sessions Division. My Bio-data is as under:-

Name **(in Capital Letters)** : \_\_\_\_\_  
Father/Husband's Name : \_\_\_\_\_  
Category : \_\_\_\_\_  
Date of Birth : \_\_\_\_\_ (DD/MM/YYYY)  
Permanent Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_  
: \_\_\_\_\_  
Contact Number : \_\_\_\_\_ / \_\_\_\_\_  
e-mail ID : \_\_\_\_\_  
Nationality : \_\_\_\_\_  
Educational Qualification : \_\_\_\_\_  
Experience, if any : \_\_\_\_\_

Date :

**(Signature of applicant)**

This is to certified that the above information is true to the best of my knowledge and nothing has been concealed herein. In case any of above mentioned information is found false/incorrect; then my candidature be treated as cancelled.

**(Signature of applicant)**