

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

**PUBLIC NOTICE**

Applications, on the prescribed proforma given below with complete Bio data alongwith self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category and two passport size photographs out of which one should be pasted on the right upper side of the application, are invited for (twelve) 12 posts of Stenographers Grade- III (Adhoc basis), upto 05:00 P.M. on 14.08.2023 as per detail given below :-

Sr. No.	Name of the Post	Number of Post	Pay Scale	Minimum Qualification	Age as on 01.01.2023
1.	Stenographer Grade - III (Adhoc basis)	TOTAL = 12 General = 6 SC(Mazbi Sikh/Balmiki) = 2 SC (Other) = 1 ESM(General) = 1 BC = 1 PHC = 1	Consolidated salary amounting to Rs. 21,700/- (level - 3) as per 7th CPC, vide Punjab Government letter No. 7/42/2020-5FP1/741-746 dated 17.07.2020 and letter bearing endorsement No. 7/87/2020-5FP1/1145 dated 29.10.2020, adopted by Hon'ble high Court of Punjab and Haryana, Chandigarh vide letter No. 939 Spl EII/L.80 (a)6E dated 29.09.2022.	Degree of BA/B.Sc or equivalent thereto from a recognized University and to qualify the 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 computer.	18 to 37 years for General Category and relaxation to reserved categories will be given as per Punjab Government rules.

**PROFORMA**

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE III**

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. Telephone 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 14.08.2023 upto 5:00 P.M.
2. The incomplete application and those received after 05:00 PM on due date i.e. 14.08.2023 shall be rejected, without assigning any reason. This office will not be

responsible for any postal delay or wrong delivery, whatsoever.

3. Before applying 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 alongwith 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 case of cancellation/postpone 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. spelt 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 categories found eligible, as per law, whatever permissible.
8. All applicants must mention contact number and Email ID in the application form.
9. The test/interview for the post of Stenographer Grade -III (Adhoc) will be conducted in this office at 10:00 AM. as per schedule mentioned below :-

Candidates whose name start with alphabet	Date of test/interview
A to H	23.08.2023
I to Q	24.08.2023
R to Z	25.08.2023

Proforma of application form is also available on the official website of this office i.e. <https://districts.ecourts.gov.in/gurdaspur>. The candidate will solely be responsible to appear in the test/interview. No Separate information in this regard will be sent to the candidates.

(Rajinder Aggarwal)  
District & Sessions Judge  
Gurdaspur

Endst No. 16646-S1/E-9 Dated 27-07-2023

Copy forwarded to :-

1. All the District and Sessions Judges, in the State of Punjab, for information with a request to get this notice displayed on the notice boards of their respective Sessions Divisions.
2. All the Judicial Officers of this Sessions Division for getting the same displayed on the notice board of their respective Courts, for information of the General public.
3. The Editor "The Tribune" with the request to publish the above mentioned notice and send the copy of newspaper alongwith bill to this office at the earliest.
4. The District Employment Generation and Training Officer, District Employment Exchange, Gurdaspur and Employment Officer, Employment Exchange, Batala for sending the lists of eligible candidates for the above said posts on or before 14.08.2023.
5. The System Officer, of this office to upload the same on the official website of this office.
6. Daftri of this office, with the direction to display this notice on the notice board of this Court/Office.

District & Sessions Judge  
Gurdaspur