

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 (six) 06 posts of Stenographers Grade- III (Adhoc basis), upto 05:00 P.M. on 10.11.2023 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 = 6 General = 4 SC(Mazbi Sikh/Balmiki) = 1 SC (Other) = 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 10.11.2023 upto 5:00 P.M.
2. The incomplete application and those received after 05:00 PM on due date i.e. 10.11.2023 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 | 20.11.2023 |
| I to Q | 21.11.2023 |
| R to Z | 23.11.2023 |

The Nodal Official/System Assistant, of this office to upload the same on the official website of this office.

(Rajinder Aggarwal)
District & Sessions Judge
Gurdaspur

No 24063/E9 Dated 25-10-2023