

PUBLIC NOTICENo. 1407 /EB Dated 24 MAR 2023

Applications are invited from eligible candidates for filling up eight posts of Steno-typist/Stenographer Grade-III (on ad-hoc basis), initially for the period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier. The applications should be submitted strictly on the prescribed Proforma along-with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. and also two recent passport size photographs (one to be pasted on the right upper side of the aforesaid Proforma). Applications should reach in the Office of "The District and Sessions Judge, Barnala" till 05:00 P.M. on 13.04.2023 through registered post or by hand. The details are as under:-

Sr.No.	Post	No. of Posts	Pay	Qualification
1	Stenographer Grade-III (Ad-hoc)	Total=08 General=05 B.C. = 01 Ex-Serviceman (Gen)= 01 Handicapped=01	Fixed Monthly Salary/ Enrollment (fixed by Deputy Commissioner Barnala or by the Govt. of Punjab or the Hon'ble High Court, amended time to time).	The candidates should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject.

POST WILL BE FILLED ON BASIS OF:-

The candidates will 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 and have proficiency in computers (Word Processing and Spread Sheets). The candidates who qualified the English Shorthand and Computer Proficiency Test, will be called for checking of original testimonials and interaction. Thereafter, Select List of the qualified candidates, will be prepared on the basis of merit in the English Shorthand test and its transcription. Preference will be given to the candidates who have experience in Judicial Department.

SCHEDULE OF TEST/CHECKING OF ORIGINAL TESTIMONIAL:-

Venue and schedule of test will be notified after 13.04.2023 at the official website of this office i.e. <https://districts.ecourts.gov.in/india/punjab/barnala/recruit>. Thereafter, on the basis of merit, qualified candidates will be called for checking of original testimonials and interaction. No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

The Age of Candidate as on 01.01.2023 should be 18 to 37 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

The number of vacancies shown above are tentative and these may be increase or decrease in future due to administrative exigencies. For detailed advertisement, application forms, Qualification, Selection Procedure etc., please visit recruitment page of our official website, given below:-
<https://districts.ecourts.gov.in/india/punjab/barnala/recruit>.

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District & Sessions Judge,
Barnala.

EMPLOYMENT NOTICENo. 1408 /EB Dated 24 MAR 2023

Applications are invited from eligible candidates for filling up eight posts of Steno-typist/Stenographer Grade-III (on ad-hoc basis), initially for the period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier. The applications should be submitted strictly on the prescribed Proforma (enclosed herewith) along-with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. and also two recent passport size photographs (one to be pasted on the right upper side of the aforesaid Proforma). Applications should reach in the Office of "The District and Sessions Judge, Barnala" till 05:00 P.M. on 13.04.2023 through registered post or by hand. The details are as under:-

Sr.No.	Post	No. of Posts	Pay	Qualification
1	Stenographer Grade-III (Ad-hoc)	Total=08 General=05 B.C. = 01 Ex-Serviceman (Gen)= 01 Handicapped=01	Fixed Monthly Salary/Enrollment (fixed by Deputy Commissioner Barnala or by the Govt. of Punjab or the Hon'ble High Court, amended time to time).	The candidates should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject.

POST WILL BE FILLED ON BASIS OF:-

The candidates will 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 and have proficiency in computers (Word Processing and Spread Sheets). The candidates who qualified the English Shorthand and Computer Proficiency Test, will be called for checking of original testimonials and interaction. Thereafter, Select List of the qualified candidates, will be prepared on the basis of merit in the English Shorthand test and its transcription. Preference will be given to the candidates who have experience in Judicial Department.

SCHEDULE OF TEST/CHECKING OF ORIGINAL TESTIMONIAL:-

Venue and schedule of test will be notified after 13.04.2023 at the official website of this office i.e. <https://districts.ecourts.gov.in/india/punjab/barnala/recruit>. Thereafter, on the basis of merit, qualified candidates will be called for checking of original testimonials and interaction. No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

The Age of Candidate as on 01.01.2023 should be 18 to 37 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

The number of vacancies shown above are tentative and these may be increase or decrease in future due to administrative exigencies. **For detailed advertisement, application form, Qualification, Selection Procedure etc., please visit recruitment page of our official website, given below:-**
<https://districts.ecourts.gov.in/india/punjab/barnala/recruit>.

NOTE:-

- The Number of above said posts may be increased or decreased due to administrative exigencies. In case of any administrative reason arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this Office "<https://districts.ecourts.gov.in/india/punjab/barnala/recruit>" (Barnala Page).
- Preference will be given to the Candidates having experience in Judicial Department as Stenographer.
- The reservation policy will be adopted as per the norms fixed by Punjab Government as well as Hon'ble Punjab & Haryana, High Court, Chandigarh.
- In case no suitable candidate from the reserved category is found available, the posts of reserved category will be offered to the candidates of General category.
- Candidate belonging to reserve category will have to attach a copy of certificate issued by the authorities concerned along-with the application form (Annexure-C) otherwise their applications shall be treated in General category.
- Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
- While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted in to percentage by the applicant himself/ herself as per criteria of the concerned board/ university/ equivalent institution and copy of the said criteria should also be enclosed with the application form.
- The candidates are advised to attach only relevant documents with the application form (Annexure-C) at the time of submitting it. Incomplete and incorrect application form and those which are not in prescribed proforma shall be rejected summarily without any notice.
- Applications received after 5:00 PM on 13.04.2023, either by registered post or otherwise shall not be entertained.
- All the candidates must bring original testimonials with them at the time of interview. No T.A./D.A. will be given to the candidates appearing for the test/interview.
- A shorthand and computer proficiency test for the post of Stenographer Grade-III (Adhoc basis) will be conducted. Venue and schedule of the tests/interview will be uploaded on the official website of this Sessions Division, after 13.04.2023.

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District & Sessions Judge,
Barnala.

ANNEXURE-C

**APPLICATION PROFORMA
APPLICATION FOR THE POST OF STENOGRAPHER (ON AD-HOC BASIS)
IN THE OFFICE OF DISTRICT & SESSIONS JUDGE, BARNALA**
(Post applied for should be filled in the Blank column, in case not filled, application will be rejected.)

1	Name (in Block Letters)		Recent Passport Size Photograph
2	Father/Husband's Name		
3	Date of Birth (Attach proof)		
4	Category (Attach proof for reserved category)		
5	Nationality		
6	Communication Address		
7	Contact No. (Mandatory)		
8	Email Address		
9	Whether passed Matriculation Examination with Punjabi as one of the subject		
10	Educational Qualification		

Name of Examination	Board/ University/ Equivalent Institution	Year of passing	Marks secured	Total Marks	% age of marks
Graduation					
Post-Graduation					

NOTE: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

11 Experience of Judicial Department

Name of the Sessions Division	Post held	Period of Service*	
		From	To

* Attach Experience Certificate of Judicial Department.

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected. I shall appear for the test at my own responsibility.

Place: _____

Date: _____

Signature of the Applicant