

OFFICE OF DISTRICT & SESSIONS JUDGE, REWARI

“EMPLOYMENT NOTICE”

Applications are invited from eligible candidates for the post of Stenographer Grade-III, purely on ad-hoc basis, on a consolidated remuneration of ₹25,500/- per month, initially for a period of six months, or till regular appointments to these posts are made by the Hon'ble Punjab & Haryana High Court, Chandigarh, or, till the Stenographer Gr.-III posted in this Sessions Division become eligible for their promotion to the posts of Stenographer Gr.-II, whichever is earlier. The recruitment shall be carried out in accordance with Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997.

Name of Sessions Division	Total Number of vacancies	Gen	SC of Haryana DSC	SC of Haryana OSC	BC of Haryana BC-A	BC of Haryana BC-B	PwBD of Haryana Low Vision	PwBD of Haryana Lower Limb disability	EWS of Haryana	ESM of Haryana Gen.	ESM of Haryana SC DSC	ESM of Haryana SC OSC	ESM of Haryana BC-A	ESM of Haryana BC-B	ESP of Haryana (Eligible Sports Person)
REWARI	18	0	2	3	3	2	1	1	2	0	1	0	2	1	0

Note: In case suitable candidates from reserved categories are not available, the posts shall be filled from amongst eligible candidates of the General Category, strictly on an ad-hoc basis.

Educational Qualification:

Candidates must possess a Bachelor's degree in Arts, Science, or Commerce or an equivalent qualification from a recognized university. They must also demonstrate proficiency in computers (Word Processing and Spreadsheets) and qualify an English Shorthand Test at 80 W.P.M. and Transcription at 20 W.P.M. on computer.

Age Limit:

Applicants must be at least 18 years of age and not more than 42 years as on 01.07.2025, in accordance with the latest Haryana Government instructions. Age relaxation shall be applicable to candidates belonging to Scheduled Castes, Backward Class-A & B of Haryana, and to those already in Government service, as per applicable government norms.

Mode of Selection:

Candidates will be required to qualify:

- English Shorthand Test at 80 W.P.M. and Transcription at 20 W.P.M. on computer, and
- A Computer Proficiency Test (qualifying in nature).

Schedule of Tests:

Applicants are advised to regularly check the official website of this Sessions Division at <https://rewari.dcourts.gov.in/notice-category/recruitments/> after the closing date, i.e. **17.09.2026 (05:00 P.M.)** for all updates including the test schedule, venue, and roll numbers. No separate call letters will be issued.

All candidates applying for the said post are hereby informed that the Stenography/Shorthand test is scheduled to be held on **28.09.2026, and on 05.10.2026 for Computer Proficiency Test (CPT).**

Instructions for Submission of Application:

1. All candidates must submit their applications in the prescribed format, available on the official website of District Courts, Rewari, at <https://rewari.dcourts.gov.in/notice-category/recruitments/>, for the post of Stenographer Grade-III (Ad-hoc basis).
2. The application must include a recent passport-size photograph affixed at the top and contain details such as full name, father's/husband's name, date of birth, gender, educational qualifications, reservation category (if any), contact number, email address, permanent and correspondence address, and relevant work experience. Attested copies of all necessary documents must be enclosed.
3. Candidates already employed in any Government/Semi-Government Department, Board, or Corporation on ad-hoc basis must submit their applications through proper channel.
4. The envelope should be clearly superscribed as "Post Applied For Stenographer Grade-III (Adhoc)" and addressed to: The District and Sessions Judge, District Court Complex, Rewari.
5. Applications that are incomplete, without photographs, missing required documents, or received after the last date, shall be rejected without prior notice.
6. The last date for receipt of applications is **17.09.2026 up to 5:00 P.M.** Applications received after this deadline, including those delayed due to postal or other reasons, shall not be entertained.
7. The number of posts is subject to change depending on administrative requirements at the time of selection.
8. No separate call letters will be issued. All important information will be displayed on the notice board of this office and the official website mentioned above.
9. Candidates must bring their original documents and valid ID proof at the time of the test. No TA/DA shall be admissible for appearing in the test.
10. The decision of the Selection Committee regarding eligibility, selection criteria, acceptance/rejection of applications, and all related matters shall be final and binding.
11. No advance copy of application shall be entertained.
12. The final result will be published on the official website of this Sessions Division.

**Sd/-
District & Sessions Judge,
Rewari.**

APPLICATION FORM FOR THE POST OF STENOGRAPHER GR.III
(ADHOC BASIS) IN SESSIONS DIVISION REWARI

To

The District & Sessions Judge,
Rewari.

Affix recent passport size
photograph (Self-
attested)

Subject:- Application for the post of Stenographer Gr.III (Adhoc Basis).

Name of Candidate (FULL NAME) :				
Father's / Husband's Name :				
Date of Birth :				
Age as on last date :				
Gender (Male/Female) :				
Nationality :				
Permanent Address :				
Correspondence Address :				
Category :				
Academic Qualification :				
Examination /Degree	Board/ University	Year of passing		Divn./Class
10th/Matric				
Graduation				
Other qualifications, if any (candidate may increase rows, if required)				
Work Experience (relevant, if any): Contact/Mobile Number:				
E-mail I.D. (if any):				

Note:- Attach self-attested photocopy of all relevant documents.

I, _____ son/daughter/wife of Sh. _____
hereby declare that the information given above and in the attached documents is true
and correct to the best of my knowledge and belief and nothing has been concealed
therein. I understand that if the information given by me is found false/not true, I may be
prosecuted under the relevant provisions of law.

Date:.....

Place:.....

(Signature of Candidate)