

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR

EMPLOYMENT NOTICE

Applications are invited from eligible candidates to fill **15** (fifteen) posts of **Stenographer Grade-III (English)**, which include **08** (eight) anticipated vacancies and **07** (seven) existing vacancies, purely on **adhoc basis**, on a consolidated pay of **₹25,500/- per month** (being the initial pay scale of a regular Stenographer Grade-III/Steno-Typist), for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab and Haryana, **Chandigarh, whichever is earlier**. The category-wise break-up of the aforesaid 15 posts of Stenographer Grade-III to be filled on *adhoc basis* is as under:

Total number of Vacancies	PwBD (Lower Limb Disability)	General	EWS (Economically Weaker Section)	SC		BC		ESM (General)
				DSC	OSC	BC-A	BC-B	
15	01	05	02	02	01	02	01	01

The number of vacancies may increase or decrease due to creation or withdrawal of Courts 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

No person shall be recruited to the service, if he/she is less than 18 years or is more than 42 years of age as on 01.01.2026. However, age relaxation for reserved posts shall be applicable as per reservation policy framed by Government of Haryana, from time to time.

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 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, Jhajjar, by **05:00 p.m. on 17.02.2026**. No application received thereafter, shall be entertained in any case.

DATE AND PLACE OF TEST

The date, time and venue of Shorthand test/Computer Proficiency Test will be uploaded on the website of this office viz. <https://jhajjar.dcourts.gov.in/notice-category/recruitments/>. No separate letter/information will be issued.

INSTRUCTIONS

1. Format of the application form can be downloaded from the above-mentioned website of this office.
2. Applicants must attach self-attested copies of all relevant testimonials/documents along with their latest passport-size photograph, duly affixed on the application form.

3. Incomplete applications, applications submitted without the requisite documents, or applications received after the due date shall be rejected outright without assigning any reason. No correspondence shall be entertained in respect of such applications. Delay attributable to postal authorities or any other reason shall not be accepted as grounds for considering applications received after the due date. If, at any stage before or after the test, it is found that an applicant does not fulfill the prescribed eligibility conditions, his/her candidature shall be cancelled without notice.
4. Applications must reach the address mentioned below. The envelope should be clearly superscribed on the top as:
“APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS”

Address:

*The District and Sessions Judge,
Judicial Courts Complex,
Gurugram Road, Jhajjar.*

5. No advance copy of the application shall be entertained.
Applications sent through e-mail shall not be accepted under any circumstances.
6. Candidates working in Government Departments, Semi-Government Organizations, Corporations, or Boards must apply through proper channel.
7. No TA/DA shall be admissible to any candidate appearing in the Shorthand Test /Computer Proficiency Test.
8. After completion of the selection process, the final result shall be displayed on the above-said official website.
9. The decision of the Selection Committee in all matters relating to acceptance or rejection of applications, eligibility or suitability of candidates, and the mode/criteria of selection etc. shall be final and binding on all the applicants.
10. Candidates are advised to visit official website i.e. <https://jhajjar.dcourts.gov.in/notice-category/recruitments/> regularly, for latest updates with regard to selection process.

Dated: 30.01.2026

*(Ajay Tewatia),
District and Sessions Judge,
Jhajjar*

**APPLICATION FORM FOR THE POST OF STENOGRAPHER GRADE-III PURELY ON
ADHOC BASIS**

Space for
photograph

To

The District and Sessions Judge
Jhajjar

Subject:- Application for the post of Stenographer Grade-III purely on Adhoc basis

Name of the Candidate					
Father's /Husband's Name					
Date of Birth					
Age as on 01.01.2026					
Sex(Male/Female)					
Nationality					
Category					
Academic Qualification					
Examination /Degree	Board/University	Year of passing	Divn/ Class	% age of Marks	Grade Point
10th/Matric					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					
Permanent Address					
Correspondence Address					
Experience, if any					
Contact/Mobile Number					
E-mail I.D, if any					

I, _____ son/daughter/wife of Shri _____, 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)

Note: Attach self-attested photocopies of all relevant documents