

EMPLOYMENT NOTICE

NO.2 OF 2024

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA

PUBLIC NOTICE

Applications are invited for the filling up of 14 posts of Stenographer Grade-III/ Stenotypists on adhoc basis, for a period of six months or till regular appointments are made, whichever is earlier, from the eligible candidates on the prescribed proforma (given below) alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category, two passport size photographs (one to be pasted on the right upper side of the prescribed proforma) etc., up till the 5:00 PM of 29.02.2024:-

Educational Qualification/ Selection Criteria	Emoluments	Age Limit	Number of Posts	
Candidates shall possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and he/she shall have to qualify English shorthand test at a speed of 80 W.P.M. and 20 W.P.M. in transcription of the same and have proficiency in computers (Word Processing and Spread Sheets)	Consolidated salary equal to minimum wages rates fixed by the Deputy Commissioner, Ludhiana or as per instructions issued from the Hon'ble High Court or Govt. of Punjab from time to time.	The candidate should be between 18 to 37 years of age as on 1.1.2024. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.	General	2
			SC (Mazbhi/ Balmiki)	6
			*PHC	1
			SC(Others)	2
			ESM (General)	1
			ESM(SC)	1
			ESM (BC)	1
Total		14		
			* The post of PHC shall be filled from the candidate having Locomotor disability.	

- a) The above-mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made from general category.
- b) Number of vacancies may be altered without any prior notice.
- c) Only Scheduled Caste, PHC, Ex-Serviceman candidates of Punjab domicile are eligible for seeking benefit of reservation. Candidates who belong to reserve category shall attach copy of their respective category certificate duly

issued by the competent authority failing which he/ she will be considered in General Category.

DATE AND TIME OF TEST

Sr. No.	Candidates whose name starting from Alphabet	Shall appear for test on/ date of test	Reporting Time/
1.	A to G	4.3.2024	9.30 AM
2.	H to M	5.3.2024	
3.	N to R	6.3.2024	
4.	S to Z	7.3.2024	

Candidates of their own interest are advised to check the website <https://ludhiana.dcourts.gov.in/>, frequently. No separate/ individual information will be given to any candidate by this office.



VENUE OF TEST

Office of the undersigned, (New Judicial Courts Complex, Ludhiana. backside District Administrative Complex (DC Office), Ludhiana).

NOTES

1. Application on prescribed proforma should be legibly filled up in CAPITAL LETTERS with complete particulars. Candidate has to send the "signed application form" along with all required supporting documents. Application sent by post in an envelope must be super scribed "APPLICATION FOR THE POST OF STENOGRAPHER GRADE_III/ STENOTYPYST ON ADHOC BASIS" Further, one envelope should contain only one application.
2. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.
3. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after due date shall not be entertained.
4. The candidates are required to bring at least one photo ID proof on the day of test alongwith original testimonials/certificates. Otherwise, the candidate will not be allowed to appear in the test.
5. No separate TA/DA will be given to the candidates appearing for test.
6. The scheduled test can be postponed/ cancelled, without any prior notice. In that case, next date of test shall be displayed on the notice board of this Office as well as on the website, stated above. No separate intimation will be sent to any candidate.
7. The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of selection process, if it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.

8. The number of vacancies as shown above are tentative and may be increased or decreased in future due to administrative exigencies and this office reserves the right to prepare a Merit List / Waiting List of the candidates with more than actual/tentative number of vacancies.
9. In case the sufficient/required number of candidates are not available in any of the respective reserved category, then the vacancies left unfilled in such reserved category may be filled by this office from amongst the candidates available in unreserved category, subject to their availability.
10. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office shall reserve the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the public notice/employment notice.


District and Sessions Judge,
Ludhiana. 

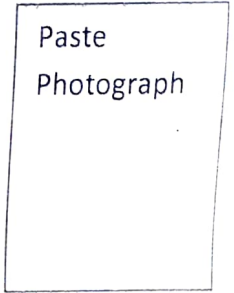
(PROFORMA)

Application for the post of

Stenographer Grade-III/ Stenotypist on adhoc basis-2024

In Ludhiana Sessions Division

1. Name : _____
2. Father's Name : _____
3. Date of Birth : _____
4. Age as on 1.1.2024: _____
5. Qualification (attach Proof): _____
(Also attach copy of degree
Of graduation examination)
6. Category (attach Proof) : _____
7. Permanent Address : _____
8. Correspondence Address : _____
9. Nationality : _____
10. Telephone No. /Mobile No.: _____
11. List of documents : _____



(Signature of applicant)