

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, LUDHIANA**

**PUBLIC NOTICE**

***Employment Notice No.2 of 2025***

Apropos to the public notice dated 18.02.2025 published in the newspaper 'Punjabi Tribune' on 19.02.2025, along with Employment Notice No. 2 of 2025 that the Shorthand/ Spreadsheet test for the advertised posts would be conducted as per the following schedule:-

Roll No.	Date of test	Venue
1 to 250	10.03.2025	ADR Block, Addl. Block of District Courts, Ludhiana
251 to 498	11.03.2025	

The reporting time would be 10:00 AM and no candidates shall be allowed to enter the venue after 11:00 AM.

The roll number-wise list of candidates "Roll No. wise list of candidates- Steno (A)-2025", their admit cards "Admit cards of candidates- Steno (A)-2025", the list of rejected candidates "List of rejected candidates- Steno (A)-2025", is available on the official website <https://ludhiana.dcourts.gov.in/notice-category/recruitments/>.

Candidates are instructed to download the PDF file containing admit cards and print the page that includes their details. The admit card which must have a recent passport-sized photograph (either be countersigned by a Gazetted officer or self-attested by the candidate) affixed to it, should be presented during the written exam. Candidates are further asked to carefully read the instructions provided on the admit card to avoid any confusion.

Candidates whose applications contain discrepancies (as mentioned in the remarks column of the said list) are required to resolve the same and submit the requisite documents as mentioned against their names on the date of test. Specifically, candidates whose applications are unsigned or are not on prescribed proforma shall submit a declaration as per Annexure 'R'. Candidates who have mentioned multiple categories, must clarify which one will be considered on the date of test. Additionally, if category proof or a discharge certificate is not furnished by the candidate on the date of his/her test, the candidate will be considered under "General" category. Furthermore,

candidates must provide a copy of their degree of graduation qualification on the test date. If the degree is unavailable, an undertaking as detailed in Annexure 'S' to the effect that in case of his/her selection, he/she shall have to furnish the copy of the degree at the time of joining failing which candidature shall stand cancelled.

The application number of the candidate should be mentioned on each and every document to be submitted by him/her. It is made clear that documents to be furnished by the candidates should be issued prior to the last date of receipt of applications i.e. 05.03.2025.

Relevant proforma/specimens are also available on the official website for reference. Failure to comply within the directions narrated *supra* will result in the rejection of candidature and thereafter no claim of any candidate shall be considered.

The candidates whose names are appearing in the list of rejected candidates would have the opportunity to appear in the shorthand/ spreadsheet test subject to removal of discrepancy as appearing against their names on or before 10.03.2025.

Furthermore, candidates are advised to regularly check the official website for updates in their own interest and no separate communication of any kind would be made by this office.

*H. Gaurav*  
District and Sessions Judge,  
Ludhiana

Endst. No. 1138 /G Dated, Ludhiana the 6 March, 2025.

A copy is forwarded to the followings for information and necessary

action: -

1. All the District & Sessions Judges in the State of Punjab with request to display this notice on the Notice Boards of their Courts;
2. All the Judicial Officers working in this Sessions Division, to display the notice on the Notice Boards of their Courts;
3. The Deputy Commissioner, Ludhiana with a request to get it displayed on the notice Board of his office;
4. The Deputy Director, Employment Generation and Training, District Bureau of Employment Generation and Training, Ludhiana;
5. The System Officer with the directions to upload the above public notice (as well as enclosures) on the official website of "<https://ludhiana.dcourts.gov.in/>"
6. Daftri of this office with a direction to display this notice on the Notice Board of this Office.

*H. Gaurav*  
District and Sessions Judge,  
Ludhiana.

OFFICE OF THE DISTRICT & SESSIONS JUDGE, LUDHIANA

Employment Notice No. 2 of 2025

NOTICE

It is for the information of all the provisionally eligible candidates that the following evaluation criteria shall be followed for calculating marks/ mistakes in the Shorthand Test/ Spreadsheet Test for the posts of Stenographer Grade-III on adhoc basis scheduled to be held on 10.03.2025 & 11.03.2025: -

- Evaluation Criteria for Shorthand Test.
  - A dictation of 200 words paragraph will be given to the candidates at speed of 80 words per minute which will be transcribed by them in 10 minutes i.e. at speed of 20 words per minute. No candidate shall be considered to have qualified the test, if he/she commits more than 12% mistakes
  - The followings shall be considered as mistake:
    - Incorrect letters/ spelling mistakes;
    - Missed words/ text;
    - Incorrect punctuation;
    - Extra letters/words not in the original text, etc.
- Evaluation Criteria for Spreadsheet Test.
  - The said Spreadsheet Test would only be of qualifying in nature and marks of the same would not be counted towards the main merit.
  - The spreadsheet test would be of 10 marks out of which 6 marks would be of the figures entered, 2 would be of the result/ output of the data and 2 marks would be of the correct formula used. For the said test 10 minutes would be given to the candidate and to qualify Spreadsheet Test, a candidate shall have to secure 40% or more i.e. 4 or more marks.

Candidates are also directed to bring one photo ID proof as well as their original testimonials on the date of test for verification thereof failing which they would not be allowed to appear in the test.