

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

Applications on prescribed proforma are invited for filling up of 35 posts of Stenographer Grade-III on adhoc basis, for a period of six months or till regular appointments are made, by the Hon'ble High Court, whichever is earlier. The application on prescribed proforma shall reach the below mentioned address, up till the 5:00 PM of 24.09.2025:-

*"Office of the District & Sessions Judge, Ludhiana,  
New Judicial Courts Complex, Ludhiana"*

For further details and specimen of proforma, candidates can see Employment Notice No.3 of 2025, which is available on the official website "<https://ludhiana.dcourts.gov.in/>."

*H/amp*  
District and Sessions Judge,  
Ludhiana. *R*

Endst. No. 4810 /G Dated, Ludhiana the 9 September, 2025.

A copy is forwarded to the followings for information and necessary action:-

1. All the District & Sessions Judges in the State of Punjab (alongwith Copy of Employment Notice No.3 of 2025) 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 Editor, Punjabi Tribune with a request to publish the above-mentioned notice and send the copy of newspaper along with bill, to this office at the earliest;
5. The Deputy Director, Employment Generation and Training, District Bureau of Employment Generation and Training, Ludhiana alongwith copy of Employment Notice No.3 of 2025 and form of notification of vacancies with the request to send applications of eligible candidates with list;
6. The System Officer with the directions to upload the above public notice alongwith Employment Notice 3 of 2025 on the official website of "<https://ludhiana.dcourts.gov.in/>"
7. Daftri of this office with a direction to display this notice on the Notice Board of this Office.

*H/amp*  
District and Sessions Judge,  
Ludhiana. *R*

**EMPLOYMENT NOTICE**  
**NO.3 OF 2025**

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

Applications are invited for the filling up of 35 posts of Stenographer Grade-III on *ad hoc* basis, for a period of six months or till regular appointments are made by the Hon'ble High Court, 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 etc. alongwith two passport size photographs (one to be pasted on the right upper side of the prescribed proforma), up till the 5:00 PM of 24.09.2025-

Educational Qualification	Emoluments	Age Limit	Category wise breakup of the advertised posts	
Candidates should 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)	Rs.29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble Punjab & Haryana High Court subject to the outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023	The candidate should be between 18 to 37 years of age as on 1.1.2025. 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	6
			General (women)	2
			General (EWS)	1
			SC (Mazbhi & Balmiki)	4
			SC (Mazbhi & Balmiki) (Women)	2
			SC (Others)	3
			SC (Others) (Women)	2
			BC/OBC	3
			BC/OBC (Women)	2
			Sportsman (SC)	1
			PwBD (Lower Limb Disability)	1
			PwBD (Low Vision) (Women)	1
			ESM (General)	2
			ESM (General) (Women)	2
			ESM (SC (Mazbhi & Balmiki))	1
			ESM (SC (Others))	1
ESM (BC/OBC)	1			
<b>Total</b>	<b>35</b>			

- a) The above-mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made in terms of Rule 7 of the Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 or other prevailing instructions.
- b) Number of vacancies may be altered without any prior notice.

- c) Only EWS, Scheduled Caste, BC/OBC, Ex-Serviceman, Sportsman, PwBD candidates of Punjab domicile are eligible for seeking benefit of reservation. Reservation shall be provided to candidates belonging to PwBD category, as per rules. 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.
- d) The reservation to women and sportsman shall be given as per Punjab Government's letter No.11/5/2017-1SS(3SS)/2594 dated 28.10.2020 read with letter No.11/5/2017-1SS(3SS)/3268 dated 31.12.2020 (Annexure 'B' colly) and notification No.C.S.R.16/Const./Art.309/88 dated 01.02.1988 (Annexure 'C'), respectively as amended from time to time.

### **SELECTION CRITERIA**

- (i) **English Shorthand & Transcription Test** - The candidates shall take down dictation at the speed of 80 w.p.m. in English Shorthand and then transcribe the same on the computer at the speed of 20 w.p.m. No candidate shall be considered to have qualified the test, if he/she commits more than 12% mistakes.
- (ii) **Spreadsheet Test**- This test shall be only of qualifying nature, of 10 marks and of 10 minutes duration. To qualify Spreadsheet Test, a candidate shall have to secure 40% or more i.e. 4 or more marks.
- It is clarified that the Select List of the qualified candidates will be prepared strictly on the basis of merit in the English Shorthand & Transcription Test only.

### **DATE, TIME & VENUE OF TEST**

The exact details (date, timing, venue etc.) of the English Shorthand & Transcription Test as well as Spreadsheet test will be displayed on the notice board of the Office of the undersigned as well as on the website <https://ludhiana.dcourts.gov.in>. Candidates in their own interest are advised to check the website, frequently. **No separate/ individual information will be given to any candidate by this office.**

### **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 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.
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 as well as verification of their documents. 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 fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect. If any document/ certificate of the candidate is found false or forged, further action shall also be taken as per law besides cancellation of candidature.
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. 

Staple one  
recent passport  
size photograph

Paste recent  
passport size  
photograph  
duly self-attested

(PROFORMA)  
APPLICATION FOR THE POST OF  
**STENOGRAPHER ON ADHOC BASIS**  
**Employment Notice-3 of 2025**  
IN THE SESSIONS DIVISION, LUDHIANA  
(to be filled in capital letters)

1.	Name	:				
2.	Father's Name/Husband Name	:				
3.	Date of Birth	:				
4.	Age as on 1.1.2025 (attach proof)	:				
5.	Qualification (Attach Proof)	:				
Stage	Nature of qualification (BA/B.Com/B.Sc etc)	Board/ University	Year of passing	Marks		Percentage
				Total	Obtained	
Matric						
Graduation (attach copy of degree)						
Masters						
Any other						
<p>In case degree of the Course has not been issued yet, candidate should attach undertaking as per Annexure 'A' attached with the employment notice alongwith marksheets of all semesters/ years. However, if selected, the candidate would be allowed to join their services only on furnishing of the degree of the Graduation qualification which should have been issued on or before 24.09.2025 i.e. the last date of receipt of applications.</p>						
6	<b>Category (Attach Proof) (Tick (☑) the category to which the applicant belongs)</b>					
	General		Sportsman (SC)			
	General (EWS) *EWS certificate based on the gross Family income for the Financial Year 2024-25 and Valid for Financial Year 2025-2026 only shall be considered valid		PwBD (Low Vision) (Women)			
	General (Women)		PwBD (Lower Limb Disability)			
	SC (Mazbhi & Balmiki)		ESM (General)			
	SC (Mazbhi & Balmiki) (Women)		ESM (General) (Women)			
	SC (Others)		ESM (SC (Mazbhi & Balmiki))			
	SC (Others) (Women)		ESM (SC(Others))			
	BC/OBC		ESM (BC/OBC)			
	BC/OBC (Women)					

7.	In case of reserve category- Whether the candidate is a domicile of Punjab or not (attach proof)	:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
8.	Permanent Address	:		
9.	Correspondence Address	:		
10.	Nationality	:		
11.	Telephone/Mobile No.	:		
12.	E-mail ID	:		

**Declaration by Candidate**

I have read the terms and conditions of the advertisement and agree to the same and further I fulfil the requisite qualification and eligibility criteria to apply for the same. I hereby declare that the particulars given above have been filled by me and are correct and true to the best of my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected.

Place  
Dated

Signature of candidate

**List of attested documents to be attached:**

Sr. No.	Details of proof	Tick <input checked="" type="checkbox"/> if attached
1.	Copy of matriculation certificate as date of birth proof	
2.	Copy of documents regarding qualification (copy of graduation degree should be attached)	
3.	Copy of category certificate (in case of reserved category)	
4.	Two passport size photographs	
5.	Copy of Aadhar card	
6.	Annexure 'A' in case degree not been issued by the University, yet.	
7.	Other document, if any	