

OFFICE OF THE DISTRICT & SESSIONS JUDGE, JALANDHAR
PUBLIC NOTICE

Applications strictly on the enclosed prescribed performa, alongwith attested copies of relevant testimonials, two recent passport size photographs, out of which one should pasted on the application form are invited to fill up following vacant posts of Stenographer Grade III on Adhoc basis, for a period of six months or till regular appointments are made or till the existence of post, whichever is earlier, on consolidated salary. Last date and time for receipt of application in this office is 02.04.2024 up to 5.00 P.M. The qualification, Pay and other criteria to fill up these posts is as under:-

<i>Post</i>	<i>No. of Posts</i>	<i>Pay</i>	<i>Qualification</i>
Stenographer Grade III (Adhoc)	Total = 2 General: 1 S.C: 1	Fixed Monthly emoluments of Rs.14,237/- (Being Minimum Wages) as per Punjab Government Letter No. 7/204/2012-4FPI/66 dated 15.1.2015, and further revised vide Punjab Govt. letter no. 7/204/ 2012 – 4FPI/ 1049 dated 21.12.2015 or as admissible from time to time.	The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in the Computer Application (Word Processing and Spread Sheet)

The Age of Candidate as on 01.01.2024 should be 18 to 37 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

Posts will be filled up on the basis of following Qualifying Criteria : -

For the post of Stenographer Grade III	The candidate should pass a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same and have proficiency in computers (Word Processing and Spread Sheets).
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Venue and schedule of test will be notified later on the website of this office i.e. <https://jalandhar.dcourts.gov.in/notice-category/recruitments/> No separate letters will be issued for the same, as such the candidates are advised to check the website regularly for further information.

NOTE:-

1. The Number of above said posts may be increased or decreased due to administrative exigencies. In case of any administrative reason arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this Office “ecourts.gov.in” (Jalandhar Page).
2. The posts of reserved category will be offered to the candidates of General category in case no suitable candidate from the reserved category is found available.

3. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
4. While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted in to percentage by the applicant himself/herself as per criteria of the concerned board/ university/ equivalent institution and copy of the said criteria should also be enclosed with the application form.
5. Application on prescribed proforma should be legibly filled up with complete particulars in CAPITAL LETTERS preferably. Candidate has to send the “signed application form” along with all required supporting documents. Applications shall be sent to this office only by hand or by post in an envelope which should super scribed with “APPLICATION FOR THE POST OF STENOGRAPHER GRADE III ON ADHOC BASIS”. **Applications sent by any other mode viz. email, fax etc. shall not be considered.**
6. The Incomplete and incorrect application form and those which are not in prescribed proforma shall be rejected summarily without any notice.
7. Applications received after due date and time either by post or otherwise shall not be entertained.
8. No T.A./D.A. will be given to the candidates appearing for the test.

Encl: Application performa

**Sd/-
District & Sessions Judge
Jalandhar**

Endst. No. _____ G/ E (4)a

Dated _____2024

Copy is forwarded to: -

1. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications along with service record of retrenched/surplus officials, if any to this office on or before the date mentioned above.
2. The Deputy Director, Employment Generation and Training, District Bureau of Employment Generation and Training, Jalandhar with the request to send the list of eligible candidates mentioning the details as required in the enclosed Application performa on or before the last date mentioned above. If list is not as desired, the same will not be considered.
3. All the Judicial Officers of this Sessions Division to display the notice on the notice board of their respective Courts.
4. The District Sainik Welfare Officer, Ladowali Road, Jalandhar with the request to send the list of eligible candidates mentioning the details as required in the enclosed Application Performa on or before the last date mentioned above. If list is not as desired, the same will not be considered.
5. Detailed Advertisement be displayed on the Website of this Sessions Division by the concerned official and on Notice Board of this Office by the concerned Daftri.

**Sd/-
District & Sessions Judge
Jalandhar**

DISTRICT & SESSIONS JUDGE, JALANDHAR

APPLICATION FOR THE POST OF STENOGRAPHER GRADE III ON ADHOC BASIS

1	Name (in Block Letters)		
2	Father/Husband's Name		
3	Date of Birth (Attach proof)		
4	Category (Attach proof for reserved category)		
5	Nationality		
6	Communication Address		
7	Contact No. (Mandatory)		
8	Email Address		
9	Whether passed Matriculation Examination with Punjabi as one of the subject		

10 Educational Qualification

<i>Name of Examination</i>	<i>Board/ University/ Equivalent Institution</i>	<i>Year of passing</i>	<i>Marks secured</i>	<i>Total Marks</i>	<i>% age of marks</i>
Graduation					
Post-Graduation					

NOTE: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

11 Experience of Judicial Department

<i>Name of the Sessions Division</i>	<i>Post held</i>	<i>Period of Service*</i>	
		<i>From</i>	<i>To</i>

*Attach Experience Certificate from the concerned Sessions Division.

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature will be liable to be rejected.

Place: _____

Date: _____

Signature of the Applicant