DISTRICT & SESSIONS COURT
DADRA AND NAGAR HAVELI
SILVASSA

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No.DC/DNH/Recruit/Steno/O.M./2025/2730 **Dated: 24.12.2025**

OFFICE MEMORANDUM

Subject: Applications are invited from eligible candidates for filling up 01 post of **Stenographer (Lower Grade)** on **short term contract basis** on the establishment of District & Sessions Court, Dadra & Nagar Haveli, Silvassa - **Extention of Last Date to 22.01.2026.**

1. The District District & Sessions Court, Dadra & Nagar Haveli, Silvassa had invited applications from eligible candidates for filling up 01 post of **Stenographer (Lower Grade)** on **short term contract basis** on a consolidated fixed monthly salary of **Rs.25,000/- (Rupees Twenty Five Thousand only)** with a break of 02 days after every set of 06 months till a regular Stenographer (Lower Grade) is appointed by this Court, as per the eligibility criteria given in the Recruitment Advertisement **No.DC/DNH/Recruit/Steno/2025/2538, dated 03.12.2025.**

2. The Last Date prescribed for receipt of applications in the District & Sessions Court, Dadra & Nagar Haveli, Silvassa, complete in all respect, **stands extended from 24.12.2025 to 22.01.2026 (By 05:00 PM).**

3. For further details regarding eligibility criteria, educational qualifications, application pro-forma, common instructions etc. are remain same as per this office Advertisement bearing **No.DC/DNH/Recruit/Steno/2025/2538, dated 03.12.2025.** Please visit Recruitment tab on the official website of this office i.e. **https://silvassa.dcourts.gov.in**

4. This may be given wide publicity.

By Order of the Hon'ble Principal District & Sessions Judge, D&NH, Silvassa,

Registrar, 24/12/2025
District & Sessions Court,
Dadra and Nagar Haveli,
Silvassa.

Place: **Silvassa.**
Date : **24.12.2025.**

To,

1) All Departments / Organizations, U.T. of Dadra & Nagar Haveli and Daman & Diu.

2) The Registrar of District & Sessions Court, All Districts of Maharashtra State with request to kindly get this O.M. placed on the website and Notice Board for giving it wide publicity.

3) The Registrar of District & Sessions Court, **Vapi / Valsad / Navsari / Surat**, Gujarat State with request to kindly get this O.M. placed on the website and Notice Board for giving it wide publicity.



By Order of the Hon'ble Principal District & Sessions Judge, D&NH, Silvassa,

24/12/2025

Registrar,
District & Sessions Court,
Dadra and Nagar Haveli,
Silvassa.

Place: **Silvassa.**
Date : **24.12.2025.**

DISTRICT & SESSIONS COURT
DADRA AND NAGAR HAVELI
SILVASSA

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No.DC/DNH/Recruit/Steno/2025/2538 **Dated: 03.12.2025**

A D V E R T I S E M E N T

Applications are invited on the establishment of District & Sessions Court, Dadra and Nagar Haveli, Silvassa from eligible candidates for the 01 post of **Stenographer (Lower Grade)** on **short term contract basis** on a consolidated fixed monthly salary of **Rs.25,000/- (Rupees Twenty Five Thousand only)** with a break of 02 days after every set of 06 months till a regular Stenographer (Lower Grade) is appointed by this Court, as per the eligible criteria given below:-

Name of post	**Stenographer (Lower Grade)**
No. of Post	**01**
Monthly	**25,000/-**
Age Limit	**The age limit for the post should not be less than 18 years and more than 38 years of age in case of General Category and 43 years in case of candidates belonging to Scheduled Caste, Scheduled Tribe, Other Backward Class or Special Backward Class as specified by the Government.**

➢ **Eligibility Criteria:-**

(I) Qualification : A candidate for being eligible;

(a) Must possess Degree from any recognized University.

(b) Adequate knowledge of the regional language of the Court in the District.

(c) Qualify **Government Commercial Certificate (G.C.C.) Examination** or examination conducted by Government Board or Government Certificate in Computer Typing Basic Course (GCC-TBC or I.T.I.) for **speed of 100 w.p.m. or above** in **English Shorthand** and **minimum English Typing speed of 40 w.p.m.**

(d) Possess **Computer Certificate** about proficiency in operation of word processor in Windows and Linux in addition to M.S. Office, M.S. Word, Wordstar-7 and Open Office Org. obtained from any of the following Institutes:

a) Statutory Universities in the States or U.T's, as the case may be.

b) State Board of Technical Education, as the case may be.

c) NIC

d) DOEACC

e) APTECH

f) NIIT

g) C-DAC

h) DATAPRO

i) SSI

j) BOSTON

k) CEDIT

l) MS-CIT

m) Certificate regarding qualification of computer knowledge issued by the Central / State Government, as the case may be.

(II) Candidate should not have more than two living children born after 28.03.2006.

(III) Candidate shall not be eligible for appointment if he/she has been convicted for an offence involving moral turpitude or he/she is or has been permanently debarred or disqualified by the High Court/District Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations or selections conducted by it.

COMMON INSTRUCTIONS TO THE CANDIDATES APPLYING FOR THE POST OF STENOGRAPHER (LOWER GRADE) ON CONTRACT BASIS.

1. Candidates must carefully read all the instructions displayed here before actually submitting applications, so as to avoid mistakes.

2. Candidates may send their applications in the prescribed Format as given in the Advertisement by Registered Post (with Acknowledgement Due) or by Speed Post or personally at their own cost to the office of the **Registrar, District & Sessions Court, Dadra and Nagar Haveli, Silvassa – 396 230 on or before 20.12.2025** during the office hours.

3. To avoid last minute rush, the candidates are advised to submit the application well in advance.

4. Candidate must state whether he would like to be considered as one belonging to reserved category or as general category candidate. If a candidate opts to be considered for the reserved category and does not produce the certificates entitling him to be considered in the concerned category, he would be disqualified for furnishing wrong information and would not be considered against general category.

5. The candidate should not send any original copies of the documents/ certificates at the stage of submitting application form.

6. Candidates may note that, their eligibility would be assessed on the information furnished by them believing that the information is true and correct. If any candidate is found to have given false, wrong or incorrect information, such candidate would not only be disqualified but may also face prosecution. Such candidates would be debarred from appearing in any examination for applying for the post under the District & Sessions Court.

7. For the post of Stenographer (Lower Grade) the candidate shall have to appear in the **Speed Test of 20 marks in Shorthand in English Language.** Particulars of the said test is as below:-

Language	Duration of dictation	Speed of dictation	Total words	Transcription time
English	**6 minutes**	**100 w.p.m.**	**600**	**40 minutes**

8. After securing cut off marks in the Shorthand Test, the candidate shall have to appear in **Typing Test of English Language** on Computer **carrying 20 marks** shall comprise of 400 words to be typed by the candidates within 10 minutes (40 w.p.m.).

By Order,

03/12/2025

[K. B. Shirsath]
Registrar,
District & Sessions Court,
Dadra and Nagar Haveli,
Silvassa.

Place: **Silvassa.**
Date : **03.12.2025.**

Application for the post of Stenographer (Lower Grade) on Short Term Contract Basis.

DISTRICT & SESSIONS COURT,
Dadra and Nagar Haveli,
Silvassa.

1. **Applicant's Name** (in Block Letters) : _____
2. **Father's Name** (in Block Letters) : _____
3. **Residential Address** : _____
   _____
   _____
4. **Date of Birth** : _____
5. **Gender** : _____
6. **Whether SC/ST/OBC** : _____

Paste Recent passport size photograph duly self attested

7. **Educational Qualifications :**

Sr. No.	Name of the examination	Board / University	Year of passing	Percentage

8. **Details of Typing and Shorthand Qualifications:**

Sr. No.	Name of the Course	Certificate issued by	Grade

9. **Details of Computer Course:**

Sr. No.	Name of the Course	Certificate issued by	Duration (in Month)	Grade	Percentage

10. **Experience, if any:**

Sr. No.	Name of Organization	Designation	Nature of duty	Period of service	
				From	To

Declaration:

I, declare that I fulfill all the condition of eligibility regarding age limit and educational qualification, Experience etc. for the post of **Stenographer (Lower Grade).**

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief.

I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after examination, my candidature/ appointment is liable to be cancelled.

(Signature of candidate)
Unsigned application will be rejected.

Date:

Note:- Attach self attested copy of Birth / Education / Experience certificate / Caste Certificate **(If relevant).**