

**EMPLOYMENT NOTICE FOR POSTS OF CLERK AND  
STENOGRAPHER GRADE -III (ADHOC)**

Applications for 42 posts of Clerk and 7 posts of Stenographer Grade-III (earlier known as Steno-typist) on adhoc basis on consolidated salary of basic pay +D.A. as on 1.7.2014, initially for a period of six months or till regular appointments are made by Hon'ble High Court of Punjab & Haryana, Chandigarh, whichever is earlier, are hereby invited from the general public. The selection for the aforesaid posts shall be made strictly in accordance with Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997. The qualifications for the aforesaid posts shall be as follows:-

**CLERK**

- a) No candidate for direct recruitment shall be eligible to apply for the post of Clerk unless he/she holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed matriculation examination with Hindi as one of the subject.
- b) Candidates shall have to take a written examination in the following subjects :-

Sr. No.	Subject	Maximum marks	Qualifying marks
1.	English Composition	50	33%
2.	General Knowledge	50	33%

- c) No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination and have proficiency in operation of computer.

**STENOGRAPHER GRADE-III**

Appointment to the post of Stenographer Grade-III shall be made from candidates who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and 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).

**AGE LIMIT** :- The minimum age limit of a candidate for appointment to the aforesaid posts shall be 18 years as on 1.1.2015 and the upper age limit shall be in accordance with the latest instructions of the Haryana Government in this regard.

In case of candidates belonging to Scheduled Caste, Backward Class and Ex-Serviceman, the upper age limit shall be such, as has been fixed by the Haryana Government.

**RESERVATION** :- Reservation of posts for members of Scheduled Caste, Scheduled Tribe, other Backward Class, Ex.Servicemen and

Physically Handicapped persons shall be as per Haryana Government instructions/policy.

Provided that where no candidate of reserved category is available, then appointment shall be made from general category.

Category wise reservation of posts is, however, as under :-

Name of the post	Total No. of posts	General	S.C.	B.C.		Physically handicapped ( General )	Ex. Service man		
				A	B		Gen	BC	
								A	B
Clerk	42	21	8	5	3	1	2	1	1
Stenographer Grade-III	7	5	1	1	-	-	-	-	-

**LAST DATE** :- Last date for receipt of the applications by all modes shall be **15.01.2015 till 4.00 P.M.**

**OTHER DETAILS**

- i) The application on the given format affixed with recent photograph of candidate, shall contain all details of the candidate (as per format) with self attested copies of the relevant certificates in support thereof. The application should reach either by registered post or by hand well before the closing date at the following address :-  
**The Superintendent,  
Office of District and Sessions Judge,  
Ambala, Haryana.**
- ii) The incomplete applications and filed without photographs and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate.
- iii) No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after last date of submission of application. Any such application shall be straight way rejected without any information to the Candidate.
- iv) **This office will not be responsible for any postal delay.**
- (v) The candidate must mention on the head of application for which post he/she is applying. In case, applicant wants to apply for the post of Clerk as well as Stenographer, he/she is required to submit separate applications.
- (vi) The date of written test for the post of Clerk (Adhoc) and shorthand test for the post of Stenographer Grade-III (Adhoc) shall be intimated through same mode. No separate correspondence shall be made in this regard.
- (vii) The number of vacancies may increase or decrease, as per discretion of the Appointing Authority.
- (viii) No TA/DA shall be paid.
- (ix) For any information/query, please visit website of Ambala Sessions Division i.e. [www.ecourts.gov.in/ambala/history](http://www.ecourts.gov.in/ambala/history)

District & Sessions Judge,  
Ambala.  
21-12-14

## APPLICATION FORMAT

Affix latest  
passport size  
Self attested  
photograph

Application for the post of \_\_\_\_\_

1. Name of the applicant (in block letters): \_\_\_\_\_
2. Father's/Husband's name \_\_\_\_\_
3. Date of Birth and place: \_\_\_\_\_
4. Nationality: \_\_\_\_\_
5. Age as on 1.1.2015: \_\_\_\_\_
6. Sex(Male/Female): \_\_\_\_\_
7. Present address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
8. Permanent address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
9. Telephone/Mobile no. \_\_\_\_\_
10. Whether belong to SC/ST/OBC/PH: \_\_\_\_\_

If yes enclose attested copy of the certificate issued by appropriate authority duly attested.

11. Educational / technical qualifications:

Sr. No.	Name of examination	University/ board	Year of passing	Grade/ Division & % of marks in aggregate	Subjects passed

12. Experience:

Name of employer	Designation	Pay Scale/ Salary consolidated remuneration drawn	Period		Nature of duties work
			From	To	

13. Any other relevant information the candidate may like to address, if any \_\_\_\_\_

14. Declaration: I solemnly declare that all the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand and agree that in the event of any information being found incorrect/incomplete, detected at any time before or after selection/ interview, my candidature is liable to be rejected outrightly and I shall be bound by the decision of the Appointing Authority.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of candidate