

: OFFICE OF THE DISTRICT & SESSIONS JUDGE, MANSA:

Applications, on the following proforma, are invited for the below mentioned posts with complete biodata as per **proforma** alongwith self attested/attested copies of testimonials, recent passport size photograph. The applications should reach this office by **08.02.2016** upto 5:00 P.M.

Sr. No.	Name of the post	Number of posts	Pay Scale	Minimum qualification	Age as on 01.01.2016
1.	Clerk (on adhoc basis) initially for six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier	6 (Six) 1-SC(Balmik/Majbi Sikh) 1-SC (others) 1-Physical Handicapped(HH) 1-ESM (General) 1-ESM (BC) 1-General	Fixed monthly emoluments of Rs. 10300/- per month in the pay scale of Rs. 10300-34800 +3200 Grade pay as per letter No. 7/204/2012-4FPI/66 dated 15.1.2015 of the Government of Punjab or amended from time to time	Degree of Bachelor of Arts/Science or equivalent thereto from a recognized University and has passed Matriculation examination with Punjabi as one of the subject.	18 to 37 years for General category and relaxation to reserved categories will be given as per Punjab Government Rules.
2.	Stenographer Grade-III (on adhoc basis) initially for six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier	3 (Three) 1- SC (others) 1- ESM (General) 1- General	Fixed monthly emoluments of Rs. 8370/- per month in the pay scale of Rs. 5910-20200 +2800 Grade pay as per letter No. 7/204/2012-4FPI/66 dated 15.1.2015 of the Government of Punjab or amended from time to time	Degree of Bachelor of Arts/Science or equivalent thereto from a recognized University and has passed Matriculation examination with Punjabi as one of the subject. Have to pass a test at a speed of 80 W.P.M in English shorthand and 20 W.P.M in Transcription of the same.	

3.	Mali and Chowkidar (on regular basis)	8 (Eight) 4= Mali 4= Chowkidar  4-General 3- ESM 1- PHC (HH)	Fixed monthly emoluments of Rs. 4900/- per month in the pay scale of Rs. 4900-10680 +1300 Grade pay as per letter No. 7/204/2012-4FPI/66 dated 15.1.2015 of the Government of Punjab or amended from time to time	Should have knowledge of Punjabi language up to Middle standard
----	---------------------------------------	--	---	---

**Computer Proficiency test for Clerks/ Shorthand test for Stenographers:**

The candidates applying for the posts of Clerks and Stenographer shall appear for Computer proficiency test/Shorthand test in **ADR Centre, Mansa** at **9.30 A.M** as under:

Name starting with alphabet: **A to M on : 19.02.2016**

**N to Z on : 20.02.2016**

**Interview for Clerks/Stenographers:**

The candidates appeared for the Computer Proficiency test of Clerks and Shorthand test of Stenographers on above mentioned dates shall appear for interview in ADR Centre, Mansa on **23.02.2016** at **9.30 A.M.**

**Interview for Mali/Chowkidar:**

The candidates applying for the posts of Mali/Chowkidar shall appear for interview in **ADR Centre, Mansa** at **9.30 A.M** as under:

Name starting with alphabet: **A to M on : 17.02.2016**

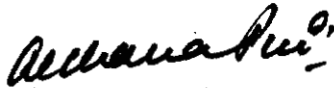
**N to Z on : 18.02.2016**

**Notes:-**

1. The incomplete applications and those received after due date shall not be entertained and will be rejected summarily;
2. The number of above said posts may increase or decrease and in the event of any administrative reason arising later on, the test/interview for

aforementioned posts can be canceled or postponed without any prior notice;

3. Date (s) of test/interview may be changed/extended depending upon unforeseen circumstances and number of candidates;
4. No TA/DA will be paid to the candidates appearing for the test/interview;
5. No separate call letters for test/interview will be issued and the candidates are required to appear for test/interview at their own on the aforementioned dates with original certificates.
6. The envelop containing application should be **super scribed** in capital letters as "**APPLICATION FOR THE POST OF CLERK or STENOGRAPHER or MALI/CHOWKIDAR**".

  
District and Sessions Judge  
Mansa

**Application for the Post of Clerk (Adhoc) or Stenographer Grade-III (Adhoc) or Mali/Chowkidar**

Affix  
Passport  
Size  
photograph

1. Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth : \_\_\_\_\_
4. Age as on 01.01.2016 : \_\_\_\_\_
5. Educational Qualification : \_\_\_\_\_
6. Other Qualification : \_\_\_\_\_
7. Experience, if any : \_\_\_\_\_
8. Category Gen./SC/BC/OBC/ESM etc. : \_\_\_\_\_
9. Permanent Address : \_\_\_\_\_
10. Postal Address : \_\_\_\_\_
11. Contact No. : \_\_\_\_\_
12. Email ID : \_\_\_\_\_

Enclosures:

Date:- \_\_\_\_\_  
Place:- \_\_\_\_\_

Signature of the Candidate

Endst. No. 565 /Dated 25-01-2016

A Copy is forwarded to:-

1. The Register General, Punjab & Haryana High Court, Chandigarh for information.
2. All the District & Sessions Judges in the State of Punjab with a request to obtain and send the applications of retrenched/surplus officials, if any to this office on or before 08.02.2016 for the posts of Clerks/Stenographers Grade-III (on adhoc basis).
3. The District Employment Generation and Training Officer, Mansa for sending the list of eligible candidates on or before last date fixed for receipt of applications.
4. Daftri of this office with a direction to display this notice on the notice board of this office.
5. The Manager, Daily Newspaper "Chardikala" Patiala, with a request to publish the above said notice in the newspaper immediately and send a copy of the newspaper alongwith bill to this office at the earliest.

  
District & Sessions Judge,  
Mansa