

**OFFICE OF DISTRICT & SESSIONS JUDGE,  
JALANDHAR**

**PUBLIC NOTICE**

Applications are invited on the prescribed Proforma along with two recent passport size photographs up to **30.08.2017 by 5.00 pm** for filling up the following vacant posts 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 which is detailed as under:-

<b><i>Post</i></b>	<b><i>No. of Posts</i></b>	<b><i>Pay</i></b>
<b>Stenographer Grade III/ Stenotypist</b>	14	Fixed Monthly emoluments of <b>Rs. 11,069/-</b> in the Pay Scale of 5910 – 20,200 + 2800 Grade Pay as per Punjab Govt. Letter no. 7/ 204/ 2012 - 4 FPI/ 66 dated 15.01.2015 or as admissible from time to time.

The Age of Candidate as on 01.08.2017 should be between 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.

The number of vacancies shown above are tentative and these may increase or decrease in future due to administrative exigencies. The last date of receipt of applications in this office is 30.08.2017. For detailed **advertisement, application forms, details regarding criteria of selection etc.**, please visit **recruitment page** of our official website <http://ecourts.gov.in/jalandhar/history>

Sd/-  
District & Sessions Judge,  
Jalandhar

## OFFICE OF THE DISTRICT & SESSIONS JUDGE, JALANDHAR

### PUBLIC NOTICE

Applications are invited on the enclosed prescribed proforma along with attested copies of relevant testimonials and with two recent passport size photographs with complete bio-data up till **30.08.2017 by 5.00 pm** for filling up the following vacant posts on adhoc basis, for a period of six months or till these posts are filled on regular basis by the High Court or till the existence of post, whichever is earlier, on consolidated salary. The qualification, Pay and other criteria to fill up these posts is as under:-

Post	No.of Posts	Pay	Qualification
Stenographer Grade III/ Stenotypist	Total = 14 Gen - 08 B.C - 01 Ex-Service man (Gen)-02 Ex-Service man (BC) -01 PH – 01 SC (Sportsman) – 01	Fixed Monthly emoluments of Rs. 11,069/- in the Pay Scale of 5910 – 20,200 + 2800 Grade Pay as per Punjab Govt. Letter no. 7/ 204/ 2012 - 4 FPI/ 66 dated 15.01.2015 or as admissible from time to time.	Candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and should have passed Matriculation Examination with Punjabi as one of the subject.
Candidate shall have to pass a test at a speed of 80 w.p.m in English Shorthand and 20 w.p.m in the transcription of the same and also have proficiency in Computer (Word Processing and Spread Sheet). <b>All the eligible candidates will be called for the test and date for the same will be notified on website of this Office alongwith list of candidates found eligible.</b>			

The age of candidate as on 01.08.2017 should be between 18 to 37 years for General Category. Relaxation in upper age limit will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

At the first instance efforts will be made to fill up maximum number of posts by absorbing the eligible retrenched/surplus employees of Judicial Department.

#### **NOTE:-**

- 1 The incomplete applications and all those received after **due date as mentioned above**, either by post or otherwise shall not be entertained.
- 2 The information provided by the candidate in the application form will be verified with his/her original testimonials and in case any of the information is found incorrect at any stage his/ her candidature shall be cancelled.
- 3 The posts of reserved categories will be offered to the candidates of the general category, if no suitable candidates from the reserved categories are found eligible.
- 4 Number of above said posts may be increased or decreased due to administrative exigencies.
- 5 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.

- 6      **No T.A./D.A.** will be given to the candidates appearing for Computer Proficiency Test or any other reasons.

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

Endst. No. 11299 - 302

Dated: 18.08.2017

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, District Bureau of Employment Generation & Training Jalandhar, Employment Officer, Bureau of Employment Generation & Training, Nakodar and Phillaur for sending the list of eligible candidates by the last date mentioned above, along with details/ proof regarding their Professional & Educational Qualification for taking into consideration the same on merit basis. If proof regarding experience & Educational Qualification in respect of any Candidate sponsored by you is not enclosed then his/her candidature 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. Detailed Advertisement be displayed on the Website of this Sessions Division.

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

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE III ON  
ADHOC BASIS IN THE SESSIONS DIVISION, JALANDHAR**

To

**The District & Sessions Judge,  
Jalandhar**

Recent  
Photograph

1.

Name (in Block Letters)
2.

Father/Husband's Name
3.

Date of Birth
4.

Communication Address
5.

Contact No.
6.

Category (attach proof)
7.

Matriculation level Punjabi
- passed or not (attach proof)

<i>Name of Examination</i>	<i>Board/ University</i>	<i>Year of passing</i>	<i>Marks secured</i>	<i>Total Marks</i>	<i>% age of marks</i>

- NOTE:
1.

GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY AND MARKS SECURED FOR ONE DEGREE SHOULD BE TOTALLED IN ONE LINE (For example: Marks obtained in B.A should not be shown in separate rows for B.A I Year, B.A.II Year, B.A III Year but same should be totaled and written in one line)
2.

Column not filled will be treated as “No” or “N.A” as per the details demanded in the column.

**Declaration:-**

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

**Signature of the Applicant**