

PUBLIC NOTICE
OFFICE OF THE DISTRICT & SESSIONS JUDGE, FAZILKA.

Applications, on the prescribed proforma, given below, with complete Bio data alongwith attested copies of relevant testimonials i.e. proof of qualification, category belongs to and two passport size photographs (out of which one should be pasted on the right upper side of the application), are invited for the **04 (FOUR)** post of Stenographers/Steno-Typist on adhoc basis initially for a period of six months or till regular appointments are made against the said posts, whichever is earlier, **on or before 11.11.2019.**

Sr. No	Post	No.of Posts	Pay	Qualification	Age
1	Steno-graper s/Steno-Typist	04	Consolidated salary as per Punjab Govt. letters No. 7/204/2012-4FP1/66 dated 15.01.2015 & 7/204/2012-4FP1 / 1049 dated 21.12.2015, subject to increase or decrease on account of revision of DC Rates	A degree of Bachelor of Arts or Science or its 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 having proficiency in operation of computers (Word processing and Spread Sheet)	18 to 37 years as on 01.01.2019 with the relaxation in age to the reserved categories as per rules.

OFFICE OF DISTRICT & SESSIONS JUDGE FAZILKA.

APPLICATION FOR THE POST OF STENOGRAPHER/STENO-TYPIST

(ADHOC BASIS).

1. Name(In Block Letters) : _____
2. Father /Husband Name : _____
3. Permanent Address : _____

4. Correspondence Address: _____

5. Date of Birth : _____
6. Qualification : _____
7. Nationality : _____
8. Experience, if any : _____
9. Special aptitude, if any : _____
10. List of documents attached: _____

11. Telephone/Mobile No. : _____
12. E-mail ID : _____

Dated:-

Signature of the applicant

1. The **test for the post of Stenographer/Steno-Typist** will be held in the office of undersigned as per following schedule:-

Alphabets	Date
A to M	21.11.2019
N to Z	22.11.2019

2. All the candidates should report at their destination on the date fixed above for **test at 10.00 A.M sharp**.
3. All the candidates must bring the original testimonials with them, at the time of test for the post of Stenographer/steno-typist. No T.A./D.A will be paid to the candidates for this purpose
Prescribed proforma of application form is also available on the official website of this office i.e. "<https://districts.ecourts.gov.in/fazilka>". The candidates will be solely responsible to appear in the test. No separate information in this regard will be sent to the candidates.
4. The incomplete applications and those **received after 5.00 PM of due date i.e. 11.11.2019 shall be rejected** without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
5. Before applying to the above said post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
6. Number of above said posts, may be increased or decreased due to administrative exigency. In case of CANCELLATION/POSTPONEMENT of test due to administrative reasons, this office shall not be responsible.
7. All candidates must mention their **contact numbers and email ids** in the applications.

**Sd/-
(Tarsem Mangla),
District & Sessions Judge,
Fazilka.**

Endst.No._____/EB Dated_____

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab with the request to obtain and send the applications alongwith service record of retrenched/ surplus officials, if any, to this office on or before **11.11.2019**.
2. The District Employment Generation and Training Officer, Fazilka, for sending the list of eligible candidates to this office on or before **11.11.2019**.
3. All the Judicial Officers posted in Fazilka Sessions Division to get the notice displayed on the notice board of their respective courts and copy be also given to Daftri of this office for similar compliance.
4. System Officer/System Assistant of this office to upload the same on the official website of this office.

**Sd/-
(Tarsem Mangla),
District & Sessions Judge,
Fazilka.**