

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

**PUBLIC NOTICE**

Applications strictly in the enclosed prescribed performa, along with attested copies of relevant testimonials, two recent passport size photographs, out of which one should be pasted on the application form are invited to fill up following vacant posts of Clerk & Stenographer Grade III/ Steno-typists 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. Last date and time for receipt of application in this office is 24.02.2020 up to 5.00 P.M. The qualification, Pay and other criteria to fill up these posts is as under:-

<b>Post</b>	<b>No. of Posts</b>	<b>Pay</b>	<b>Qualification</b>
Clerk (Adhoc)	<b>Total = 39</b> Gen - 17 Sportsman (Gen)= 01 B.C - 04 S.C - 08 Sportsman (SC)- 01 Handicapped - 02 Ex-Service man (Gen)=04 Ex-Service man (SC)= 01 Ex-Service man (BC)= 01	Fixed Monthly emoluments of Rs. 12,277/- (Being Minimum Wages) as per Punjab Government Letter No. 7/204/2012-4FPI/66 dated 15.1.2015, further revised vide Punjab Govt. letter no. 7/204/ 2012 - 4FPI/ 1049 dated 21.12.2015 or as admissible from time to time.	The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in the Computer Application (Word Processing and Spread Sheet)
Stenographer Grade III/ Steno-typist (Adhoc)	<b>Total = 14</b> Gen - 05 Sportsman (Gen)= 01 B.C - 01 S.C - 03 Handicapped - 01 Ex-Service man (Gen)=02 Ex-Service man (SC)= 01		

**The Age of Candidate as on 01.02.2020 should be 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.**

Posts will be filled up on the basis of following Qualifying Criteria : -

<b>FOR THE POST OF CLERK</b>			<b>For the post of Stenographer Grade III/ Steno-typist</b>
The applicant shall have to take a written examination as per following details			The candidate should 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).
Subject	Max. Marks	Qualifying Marks	
English Composition	50	33%	
General Knowledge	50	33%	
Out of Candidates who qualify the written examination, the number of candidates as decided by this Office may be called for Computer Proficiency Test.			

**Venue and schedule test will be notified later on the website of this office i.e. "ecourts.gov.in" (Jalandhar Page). No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.**

**Contd.....2**

**NOTE:-**

1. The Number of above said posts may be increased or decreased due to administrative exigencies. In case of any administrative reason arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this Office "ecourts.gov.in" (Jalandhar Page).
2. Preference will be given to Candidate having experience of Judicial Department.
3. The posts of reserved category will be offered to the candidates of General category in case no suitable candidate from the reserved category is found available.
4. 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.
5. While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted in to percentage by the applicant himself/ herself as per criteria of the concerned board/ university/ equivalent institution and copy of the said criteria should also be enclosed with the application form.
6. The Incomplete and incorrect application form and those which are not in prescribed proforma shall be rejected summarily without any notice.
7. Applications received after 5:00 PM on 24.02.2020, either by post or otherwise shall not be entertained.
8. In case any of the candidate is to apply for more than one post, he/ she will have to submit separate application to each of the post completing all the requirements.
9. No T.A./D.A. will be given to the candidates appearing for the test.

**Encl: Application Performa**

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

Endst. No. **2150-54**

Dated **13.02 2020**

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 District Employment Officer, Employment Exchange Jalandhar, Nakodar & Phillaur for sending the list of eligible candidates mentioning the details as required in the enclosed Application Performa by the last date mentioned above. If list is not as desired the same 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. The District Sainik Welfare Officer, Ladowali Road, Jalandhar.
5. Detailed Advertisement be displayed on the Website of this Sessions Division by the concerned official and on Notice Board of this Office by the concerned Daftri.

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

# DISTRICT & SESSIONS JUDGE, JALANDHAR

APPLICATION FOR THE POST OF \_\_\_\_\_  
(CLERK OR STENOGRAPHER GRADE III)

(Post applied for should be filled in the Blank column, in case not filled, application will be considered for the post of Clerk)

1	Name (in Block Letters)	_____	Recent Passport Size Photograph
2	Father/Husband's Name	_____	
3	Date of Birth (Attach proof)	_____	
4	Category (Attach proof for reserved category)	_____	
5	Nationality	_____	
6	Communication Address	_____ _____	
7	Contact No. ( <b>Mandatory</b> )	_____	
8	Email Address	_____	
9	Whether passed Matriculation Examination with Punjabi as one of the subject	_____	

## 10 Educational Qualification

<i>Name of Examination</i>	<i>Board/ University/ Equivalent Institution</i>	<i>Year of passing</i>	<i>Marks secured</i>	<i>Total Marks</i>	<i>% age of marks</i>
Graduation					
Post-Graduation					

NOTE: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

## 11 Experience of Judicial Department

<i>Name of the Sessions Division</i>	<i>Post held</i>	<i>Period of Service*</i>	
		<i>From</i>	<i>To</i>

\*Attach Experience Certificate from the concerned Sessions Division.

### Declaration:-

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

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

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

**Signature of the Applicant**