

: 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 **09.03.2020 upto 5:00 P.M.**

Sr. No.	Name of the post	Number of posts	Pay Scale	Minimum qualification	Age as on 01.01.2020
1.	Clerk (on adhoc basis) initially for six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier	07 (Seven) Reservation of posts will be as per policy of the Government of Punjab as well as of the Punjab & Haryana High Court, Chandigarh.	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 and revised as per letter No. 7/204/2012-4FP.I/1049 dated 21.12.2015 of the Government of Punjab or as admissible 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	02 (Two) Reservation of posts will be as per policy of the Government of Punjab as well as of the Punjab & Haryana High Court, Chandigarh.	Fixed monthly emoluments of Rs. 10830/- per month in the pay scale of Rs. 10300-34800 +3600 Grade pay as per letter No. 7/204/2012-4FPI/66 dated 15.1.2015 and revised as per letter No. 7/204/2012-4FP.I/1049 dated 21.12.2015 of the Government of Punjab or as admissible 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 and having proficiency in operation of computer.	

Proficiency test/Interview of Clerks:

The candidates applying for the posts of **Clerks** shall appear for Computer proficiency test and interview in ADR Centre, Mansa at **09.30 A.M** as under:

Name starting with alphabet: **A to G on 21.03.2020**
H to M on 23.03.2020
N to R on 24.03.2020
S to Z on 25.03.2020

Shorthand/Computer Proficiency test & Interview of Stenographer Gr.III:

The candidates applying for the posts of Stenographers Grade-III shall appear for Shorthand/Computer proficiency test and interview in ADR Centre, Mansa **at 09.30 A.M** as under:

Name starting with alphabet: **A to M on 26.03.2020**
N to Z on 27.03.2020.

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. Where no candidate of Reserve Category is available then appointment will be made from General Category.
7. The envelope containing application should be **super scribed** in capital letters as "**APPLICATION FOR THE POST OF CLERK/ STENOGRAPHER**".

District and Sessions Judge
Mansa

Endst. No. 1253 /Dated 25/02/2020

A Copy is forwarded to:-

1. 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 09.03.2020 for the posts of Clerks/Stenographers Grade-III (on adhoc basis).
2. 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.
3. Daftri of this office with a direction to display this notice on the notice board of this office.
4. 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.
5. System Officer/System Assistant of this office to upload the public notice on official website of this Court.

District & Sessions Judge,
Mansa

Application for the Post of Clerk (Adhoc)/Stenographer Grade-III (Adhoc)

Applied for the post of : _____

1. Name : _____

2. Father's Name : _____

3. Date of Birth : _____

4. Age as on 01.01.2020 : _____

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 : _____

Affix
Passport
Size
photograph

Enclosures:

Date:- _____

Place:- _____

Signature of the Candidate