

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARNALA

PUBLIC NOTICE

No. 1938 Dated 12 APR 2022
E.B.

Applications are invited for filling up 07 posts of Clerk and 3 posts of Stenographer Grade-III (on adhoc basis), against vacant posts, initially for a period of six months or till the regular appointments are made by Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier, from eligible candidates on the prescribed Performa (Annexure-B) along-with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. along with two passport size photographs (one to be pasted on the right upper side of the prescribed Performa (Annexure-B) in the Office of "The District and Sessions Judge, Barnala" till 05.00 PM of 13.05.2022 through registered post or by hand. The qualification and other criteria to fill up these posts (on adhoc basis) are as under:-

Sr. No	Post	No. of Posts	Pay	Qualification
1	Clerk (Adhoc)	Total=07 B.C= 02 S.C= 02 Ex-Service man (Gen)=02 Ex-Service man (SC)= 01	Fixed Monthly Salary/Enrollment (fixed by Deputy Commissioner Barnala form time to time) (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 candidates 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.
2	Stenographer Grade III (Adhoc)	Total=03 S.C= 02 ExServiceman (Gen)=01		

The Age of Candidate as on 01.01.2022 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.

The number of vacancies shown above are tentative and these may be increase or decrease in future due to administrative exigencies. **For detailed advertisement, application forms, Qualification, Selection Procedure etc., please visit recruitment page of our official website <http://districts.ecourts.gov.in/india/punjab/barnala/recruit>**

-Sd-

District & Sessions Judge,
Barnala. 12.04.2022

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARNALA

EMPLOYMENT NOTICE

No 1939/E.B. Dated 02 APR 2022

Applications are invited for filling up 07 posts of Clerk and 3 posts of Stenographer Grade-III (on adhoc basis), against vacant posts, initially for a period of six months or till the regular appointments are made by Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier, from eligible candidates on the prescribed Performa (Annexure-B) along-with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. along with two passport size photographs (one to be pasted on the right upper side of the prescribed Performa (Annexure-B) in the Office of "The District and Sessions Judge, Barnala" till 05.00 PM of 13.05.2022 through registered post or by hand. The qualification and other criteria to fill up these posts (on adhoc basis) are as under:-

Sr. No	Post	No. of Posts	Pay	Qualification
1	Clerk (Adhoc)	Total=07 B.C= 02 S.C= 02 Ex-Service man (Gen)=02 Ex-Service man (SC)= 01	Fixed Monthly Salary/ Enrollment (fixed by Deputy Commissioner Barnala form time to time) (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 candidates 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.
2	Stenographer Grade III (Adhoc)	Total=03 S.C= 02 Ex-Serviceman (Gen)=01		

The Age of Candidate as on 01.01.2022 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.

Aforementioned posts will be filled up on the basis of following Criteria :-

FOR THE POST OF CLERK			For the post of Stenographer Grade III
The applicants shall have to take a written test as per following details			The candidates 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). 10 times candidates against the number of vacant posts will be called for interview, who will successfully qualify in above said test.
Subject	Max. Marks	Qualifying Marks	
English	50	33%	
Composition			
General Knowledge	50	33%	
10 times candidates against the number of vacant posts will be called for Computer Proficiency Test, who will successfully qualify the written test			

Venue and schedule test/interview will be notified later on the website of this office i.e. "[http://districts.ecourts.gov.in /india /punjab /barnala/ recruit](http://districts.ecourts.gov.in/india/punjab/barnala/recruit)" (Barnala 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.

NOTE:-

- 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 "<http://districts.ecourts.gov.in/india/punjab/barnala/recruit>" (Barnala Page).
- Weightage of 10 marks in written examination for the post of Clerk will be given to Candidates having experience more than one year in Judicial Department.
- The reservation policy will be adopted as per the norms fixed by Punjab Government as well as Hon'ble Punjab & Haryana, High Court, Chandigarh.
- 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.
- Candidate belonging to reserve category will have to attach a copy of certificate issued by the authorities concerned along-with the application form (Annexure-A) otherwise their applications shall be treated as General category.
- 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.
- 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.
- The candidates are advised to attach only relevant documents with the application form (Annexure-B) at the time of submitting it. The Incomplete and incorrect application form and those which are not in prescribed proforma shall be rejected summarily without any notice.
- Applications received after 5:00 PM on 13.05.2022, either by registered post or otherwise shall not be entertained.
- 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.
- All the candidates must bring original testimonials with them at the time of interview. No T.A./D.A. will be given to the candidates appearing for the test/interview.
- A written test (English composition and General Knowledge) and computer proficiency test will be conducted for the post of Clerks (Adhoc basis) . A shorthand and computer proficiency test for the post of Stenographer Grade-III (Adhoc basis) will be conducted. Venue and schedule of the tests/interview will be uploaded on the official website of this Sessions Division later on.
- The candidates will strictly adhere to the guidelines issued by the MHA-India, State Government and Hon'ble High Court viz-a-viz, COVID-19.

-Sd-

Virinder Aggarwal,
District and Sessions Judge,
Barnala. 12.04.2022

"Annexure-B"
APPLICATION PERFORMA
APPLICATION FOR THE POST OF _____
(CLERK OR STENOGRAPHER GRADE III)
IN THE OFFICE OF DISTRICT & SESSIONS JUDGE, BARNALA
(Post applied for should be filled in the Blank column, in case not filled, application will be rejected.)

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

Name of Examination	Board/ University/ Equivalent Institution	Year of passing	Marks secured	Total Marks	% age of marks
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

Name of the Sessions Division	Post held	Period of Service*	
		From	To

* Attach Experience Certificate of Judicial Department.

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. I shall appear for the test at my own responsibility.

Place: _____

Date: _____

Signature of the Applicant