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**OFFICE OF THE DISTRICT & SESSIONS JUDGE, MOGA.****Public Notice**


Applications on attached proforma, giving complete bio-data and accompanied by attested copies of testimonials i.e. proof of qualification, date of birth, category belongs to, contact no., two passport size photographs out of which one should be pasted on the right upper side of the application, are invited up to 12.04.2022 at 5:00 pm. As per details given below:-

Sr. No	Post	No. of Posts	Scale	Qualification	Age as on 01.01.2022
1.	Clerks (Adhoc basis)	Total-14 7- General 1-BC 1-SC 2-ESM 1-ESM(BC) 1-ESM(SC) 1-Handicapped	Fixed monthly emoluments (fixed by the Deputy Commissioner from time to time) in the pay scale of Rs. 10,300-34,800/- +3200/- as per Punjab Government instructions issued vide letter No. 7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No. 7/204/2012-4FPI/1049 dated 21.12.2015 (as admissible from time to time.	A degree of bachelor of Arts or Science or its equivalent thereto from a recognized University and should have passed matriculation with Punjabi as one of the subject. The candidate should have proficiency in operation of computers and to qualify the written test in General English and General Knowledge.	18 to 37 years as on 01.01.2022 with the relaxation in age to the reserved categories as per rules/instructions issued by Punjab Government
2.	Stenographers Grade-III (Adhoc basis)	Total-10 4- General 3- SC 2-ESM 1-Handicapped	Fixed monthly emoluments (fixed by the Deputy Commissioner from time to time) in the pay scale of Rs. 10,300-34,800/- +3600/- as per Punjab Government instructions issued vide letter No. 7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No. 7/204/2012-4FPI/1049 dated 21.12.2015 (as admissible from time to time.	A degree of bachelor of Arts or Science or its equivalent thereto from a recognized University and should have passed matriculation with Punjabi as one of the subject and pass a test at a speed of 80 W.P.M in English shorthand and 20W.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 01.01.2022 with the relaxation in age to the reserved categories as per rules/instructions issued by Punjab Government

Note:-

1. The reservation policy will be adopted as per the norms fixed by the Punjab Government.

2. The post of reserve category will be offered to the candidates of General Category if no suitable candidate from reserve category is found available.
3. The incomplete applications and received after last date shall not be entertained.
4. The candidates are advised to attach only relevant documents with their applications at the time of submitting application. However, they can mention other educational qualifications in their applications and bring the original testimonials at the time of interview.
5. The number of posts mentioned above can be increased or decreased without any notice.
6. All the candidates must bring the original testimonials with them at the time of interview. No. TA/DA will be paid to the candidates appearing for interview.
7. In case any administrative reasons arise later on, tests can be cancelled/postponed without any prior notice.
8. The candidate should fulfil the condition of qualification on the last date of the receipt of application.
9. Candidates have to apply separately for each post, if he/she wants to apply for more than one post.
10. Candidates belonging to reserve category will have to attach a copy of certificate issued by the authorities concerned along-with the application otherwise their applications shall be treated in General category.
11. 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 Stenographers Grade-III (Adhoc basis) will be conducted. Venue and schedule of the tests will be uploaded on the official website of this Sessions Division later on.
12. All the candidates are required to wear face masks covering their nose, mouth as well as chin. The candidates must also observe norms of social distancing and hand hygiene as well.


  
District & Sessions Judge,  
Moga.

Endst. No. 897 /EB

Dated 1/4/2022.

Copy forwarded to:-

1. All the District and Sessions Judges in the State of Punjab, for information with a request to get this notice displayed on the notice boards of their respective Sessions Division.
2. The District Employment Generation and Training Officer, Moga for sending the list of eligible candidates to this office on or before 12.04.2022.
3. System officer of this Sessions Division to upload the Public Notice on the official website.
4. Be pasted on the Notice board of this court.

  
District & Sessions Judge,  
Moga.

To

The Ld. District & Sessions Judge,  
Moga.

Photograph

Subject: Application for the post of Stenographer  
Grade-III (Adhoc basis).

Respected madam,

I have the honour to refer to the subject cited above and to submit herewith my application for the post of Stenographer Grade-III (Adhoc basis) and my bio-data is as under:-

1	Name	
2	Father Name	
3	Date of Birth	
4	Category	
5	Educational Qualifications	
6	Address for Correspondence	
7	Experience, if any	
8	Mobile No.	

Thanking you,

I shall appear for the test at my own responsibility.

Yours faithfully,

Dated :- \_\_\_\_\_

(Signatures)  
(Full Name of the candidate)

To

The Ld. District & Sessions Judge,  
Moga.

Photograph

Subject: Application for the post of Clerk (Adhoc basis).

Respected madam,

I have the honour to refer to the subject cited above and to submit herewith my application for the post of Clerk (Adhoc basis) and my bio-data is as under:-

1	Name	
2	Father Name	
3	Date of Birth	
4	Category	
5	Educational Qualifications	
6	Address for Correspondence	
7	Experience, if any	
8	Mobile No.	

Thanking you,

I shall appear for the tests at my own responsibility.

Yours faithfully,

Dated:- \_\_\_\_\_

(Signature)  
(Full Name of the candidate)