

OFFICE OF THE DISTRICT & SESSIONS JUDGE, RUPNAGAR

PUBLIC NOTICE

Applications are invited from eligible candidates for appointment to **31 posts of Clerks** and **7 posts of Stenographers** on Adhoc basis in Sessions Division, Rupnagar for a period of six months or till these posts are filled on regular basis by the Hon'ble High Court. The applications on the prescribed proforma (attached herewith) along with attested copies of relevant testimonials be submitted in the office of District & Sessions Judge, Rupnagar **on or before 13.08.2021 by 5.00 P.M.**

1.1 THE QUALIFICATION, PAY AND OTHER CRITERIA FOR SELECTION ARE:-

Sr. No.	Name of Post	No. of Posts & there division	Pay	Eligibility
1	Clerk	Total - 31 (Gen - 15, S.C - 07, B.C - 03, Freedom Fighter - 1, Physically Handicapped- 1, Ex-Service man (Gen) - 3, Ex-Service man (SC) - 1)	The monthly emoluments fixed (from time to time) by the Deputy Commissioner applicable to the posts of Clerk or the minimum of the Pay Band in the Pay Scale of Rs, 10,300 - 34,800 + 3200 in view of the letter Letter no. 7/ 204/ 2012 - 4 FPI/ 66 dated 15.1.2015 and further letter no. 7/204/2012 - 4 F.P.1/1049 dated 21.12.2015 of Govt. of Punjab	1. Candidates should not be below <u>18 years</u> and not above <u>37 years</u> of age as on 01.07.2021 . Relaxation of upper age limit will be given to the candidates belonging to reserve categories as per rules/instructions of Hon'ble High Court and the Government of Punjab. 2. The candidate must have possessed a Degree of BA/B.Sc or equivalent thereto from a recognized University. 3. The candidate should have passed Punjabi Language as a subject in Matriculation Examination or its equivalent standard.

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			whichever is higher.	4. The candidate should have proficiency in Computer.
2.	Stenographer	7 (S.C - 04, Ex-Service man (Gen) - 2, Ex-Service man (SC) - 1) Note: In case no candidate from Reserved Category is available or qualify for selection to the above mentioned posts, then appointment shall be made from General Category.	The monthly emoluments fixed (from time to time) by the Deputy Commissioner applicable to the posts of Stenographer or the minimum of the Pay Band in the Pay Scale of Rs, 10,300 - 34,800 + 3600 in view of the letter Letter no. 7/ 204/ 2012 - 4 FPI/ 66 dated 15.1.2015 and further letter no. 7/204/2012 - 4 F.P.1/1049 dated 21.12.2015 of Govt. of Punjab whichever is higher.	1. Candidates should not be below <u>18 years and not above 37 years of age as on 01.07.2021</u> . Relaxation of upper age limit will be given to the candidates belonging to reserve categories as per rules/instructions of Hon'ble High Court and the Government of Punjab. 2. The candidate must have possessed a Degree of BA/B.Sc or equivalent thereto from a recognized University. 3. The candidate should have passed Punjabi Language as a subject in Matriculation Examination or its equivalent standard. 4. The candidate should have proficiency in Computer. 5. The candidate will have to qualify the test of taking dictation in English Shorthand at the speed of 80 w.p.m and transcribe the same on computer typing at the speed of 20 w.p.m.

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Note 1: The number of the post may be increased or decreased by adopting due process at any time before the selection process is complete without giving any prior notice to the candidates.

Note 2: For administrative reasons, the competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without any prior notice to the candidates, **by adopting due process.**

1.2 SELECTION PROCESS

- I. At the first instance efforts will be made to fill up maximum number of posts by absorbing the eligible retrenched/surplus employees of Judicial Department.
- II. The Selection Process shall be decided by the competent authority subsequently and the same shall be notified on the official website. The candidates are requested to regularly visit the official website <https://districts.ecourts.gov.in>Rupnagar> for updates.

1.3. OTHER IMPORTANT INSTRUCTIONS:

- I. Merely satisfying the eligibility criteria do not entitle a candidate to be selected.
- II. Incomplete applications as well as the applications received after 5 p.m on 13.08.2021, either by post or otherwise shall not be entertained.
- III. Two latest unedited and without any filter passport size photographs be attached with the Application Form.
- IV. If any information provided by any candidate is found incorrect, at any stage; his/ her candidature/selection shall stand cancelled.
- V. If requisite candidates belonging to reserve categories, referred in para no. 1.2 (1), do not qualify for final selection, the vacancies reserved for the said categories shall be offered to the qualified candidates from general category in the merit list.
- VI. No T.A./D.A. will be given to the candidates.
- VII. The candidates are advised to regularly check the website <https://districts.ecourts.gov.in>Rupnagar> for further updates.



District and Sessions Judge, Rupnagar

Endst. No. 7627-7631

Date 17-07-2021

1. All the District and Sessions Judges, in the State of Punjab through E mail with the request to obtain and sent the applications along with service records of retrenched/surplus officials, if any, to this office on or before the date mentioned above.
2. The District Employment Office, Employment Exchange, Rupnagar, Anandpur Sahib, Nangal for sending the list of eligible candidates by the last date mentioned above, along with the details/proof regarding their professional and educational qualification for taking into consideration the same on merit basis. If proof regarding experience and educational qualification in respect of any candidate sponsored by you is not enclosed then his/her candidature 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. Detailed Advertisement be displayed on the website of this Sessions Division.
5. Employment notice as per annexure A1 be given in two Newspapers.

H. J. J. J.

District and Sessions Judge, Rupnagar

**APPLICATION FORM FOR RECRUITMENT FOR THE POST OF CLERK/
STENOGRAPHER IN THE SESSIONS DIVISION, RUPNAGAR**

Recent
Photograph
without
filter

A. POST APPLIED FOR: (STENO/ CLERK) _____

B. CATEGORY APPLIED FOR- _____

(GENERAL/SC/BC/FREEDOM FIGHTER/PHYSICALLY HANDICAPPED/
ESM-GENERAL / ESM – SC)

1. Name (in Block Letters) _____
2. Father/Husband's Name _____
3. Date of Birth _____
4. Communication Address _____

5. Permanent Address _____

6. Telephone No. (Mobile) _____
7. Email Address _____
8. Educational Qualification (Matric onwards)-

<i>Name of Examination</i>	<i>Board/ University</i>	<i>Year of passing</i>	<i>Marks secured</i>	<i>Total Marks</i>	<i>%age of marks</i>
Matric					
10+2					
Graduation					
Post-Graduation					
Other, if any					

9. Experience in Government Department –

a. Name of the Department _____

b. Period of Service Rendered

____ Years_ Months

10. Work experience in other Organization.

a. Name of the Department

b. Period of Service Rendered

____ Years_ Months

Declaration:-

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 any information provided by me is found false then my candidature shall be liable to be rejected. I further certify that the attested copies of the certificates/documents attached with the application are correct and true copies.

Signature of the Applicant

LIST OF DOCUMENTS TO BE ATTACHED:

1. Age proof.
2. Certificate of matriculation examination with Punjabi as one of the compulsory or elective subjects, or any other equivalent examination in Punjabi language as specified by the Punjab Govt. from time to time.
3. Graduation Degree and Detail Mark sheet.
4. Caste certificate, if any reservation/relaxation is sought.
5. Certificate for Ex-Serviceman.
6. Disability Certificate if reservation is sought for Physically Handicapped post
7. Experience certificate in Government department/other Organization.