

OFFICE OF THE DISTRICT & SESSIONS JUDGE, AMRITSAR.
PUBLIC NOTICE

Applications are invited from the eligible candidate's alongwith two recent identical passport size photographs, strictly on the prescribed proforma till **20.08.2021** at 5:00 P.M for filling up 12 posts of Stenographer Grade-III on adhoc basis, initially for a period of six months or till the regular appointment is made by the Hon'ble High Court, on Consolidated salary as per Punjab Govt.letter no.7/204/2012-4FPI/66 dated 15.01.2015 & 07/204/2012-4FPI/1049 dated 21.12.2015 subject to increase or decrease on account of revision of DC rates or any further instructions received fro the Hon'ble High Court, as per rules.

Sr. No.	Name of the post.	Number of posts.	Pay	Minimum Qualification	Age as 01.08.2021
1	Stenographer Grade-III (on Adhoc basis)	12 (Gen-6 SC Mazbi-2 Other SC-1 PHC (VH)-1 ESM (Gen)-2 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.	Consolidated salary as per Punjab Govt. letter no. 7/204/2012 - 4FPI/66 dated 15.01.2015 & 07/204/2012-4FPI/1049 dated 21.12.2015 subject to increase or decrease on account of revision of DC rates or any further instructions received from the Hon'ble High Court	1. B.A. Or B.Sc. Or equivalent thereto from a recognized University. 2. The candidate should have passed Punjabi Language as a subject in Matriculation Examination or its equivalent standard. 3. The candidate should have proficiency in Computer with minimum speed of 80 wpm in English Shorthand & 20 wpm in transcription of the same.	The candidate should be between 18 to 37 years of age as on 01.08.2021. Relaxation shall be admissible as per the norms of Punjab Government

NOTE :-

- 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.
- 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.
- Applications giving full details alongwith two recent passport size photographs and attested copies of relevant testimonials i.e proof of Qualification, Date of Birth, category to which he/she belong to etc., must be attached with the application, for the abovesaid

post, should reach this office before 5:00 P.M on **20.08.2021**. No application will be entertained thereafter. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Incomplete applications as well as the applications received after 05:00 PM on **20.08.2021**, either by post or otherwise shall not be entertained.

4. Before applying to the abovesaid post, the candidates should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidates shall be removed from the service.

5. Venue and Schedule of test will be notified later on at the official website of this office i.e. <http://districts.courts.gov.in/Amritsar>. No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

6. All the candidates must get their original testimonials with them, at the time of interview/test. No T.A/D.A will be paid to the candidates appearing for test/interview, and no separate information regarding interview will be given.

7. In case of cancellation/postponement of interview for the aforesaid post, due to administrative reasons, this office will not be responsible.

8. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Court reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.

9. 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.

Handwritten Signature
District & Sessions Judge
Amritsar.

OFFICE OF THE DISTRICT & SESSIONS JUDGE, AMRITSAR.

Endst. No. 4669

Dated 4-8-2021

Copy forwarded to :-

1. All the District & Sessions Judge in the State of Punjab with the request to display the notice on the notice board of their Courts
2. All the Judicial Officers working in this Sessions Division, for displaying the same on the notice board of his Court, for information of the General Public/ Retired officials.
3. The Manager, Chardikala, Patiala the request to publish this notice in Chardikala, immediately.
4. The District Employment Generation & Training Officer, District Employment Exchange, Amritsar, for sending the lists of eligible candidates for the abovesaid posts, on or before 20.08.2021 (Proforma attached).
5. The System Officer with the direction to upload the above public notice along with the requisite proforma on the official website of this Sessions Division i.e. <http://districts.courts.gov.in/Amritsar>.
6. Daftri of this office with the directions to display this notice on the notice board of this Court/office.

Handwritten Signature
District & Sessions Judge
Amritsar.

OFFICE OF DISTRICT & SESSIONS JUDGE, AMRITSAR
APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III
(ON ADHOC BASIS)

1	Name (in Block Letters)	:	
2	Father's Name	:	
3	Date of Birth	:	
4	Category	:	
5	Nationality	:	
6	Permanent Address	:	
7	Correspondence Address	:	
8	Contact No.	:	
9	Email Address	:	
10	Whether passed Matriculation Examination with Punjabi as one of the subject (Yes/No)	:	
11	Experience (attach Experience certificate)	:	

Educational Qualification:

Name of the Examination	Board/ University	Year of Passing	Marks Secured	Total Marks	% age of Marks
Middle					
Matric					
Sr. Secondary					
Graduation					

Post Graduation					
Any other					

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 case found false, my candidature is liable to be rejected. I further certify that the attested copies of the certificates/documents attached with the application are correct and true copies.

Place _____

Date _____

(Signature of Applicant)

List of Documents to be attached:

1. Proof of Date of Birth
2. Certificate of Matriculation Examination with Punjabi as one of compulsory or elective subject.
3. All the Educational Certificates.
4. Caste Certificate/Category Certificate or any other certificate for which he is seeking age relaxation.
5. Experience certificate, if any
6. Aadhar Card
7. Two identical photographs