

OFFICE OF THE DISTRICT & SESSIONS JUDGE, PALWAL.

EMPLOYMENT NOTICE

Application on plain paper furnishing particulars of the post applied for, Name; Father's name; Date of Birth; Present Address; Permanent Address; Qualification; present employment, if any, contact number, are invited for **Nine (9)** (UR) posts of Stenographer Grade-III, purely on ad-hoc basis, initially for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, on consolidated fixed emoluments, i.e. initial pay in FPL-4 of Rs.25,500/-. The number of posts may increase or decrease.

ESSENTIAL QUALIFICATION

The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and must have proficiency in operation of computers (word processing and spread sheets). The applicant should fulfil the condition of qualification on the last date of receipt of applications.

AGE LIMIT

The minimum age limit of a candidate for appointment to the aforesaid posts shall be 18 years as on 01.01.2021 and the upper age limit shall be in accordance with the latest instructions of the Haryana Government in this regard.

MODE OF SELECTION

The applicant shall have to pass a test of 80 w.p.m in English Shorthand and 20 w.p.m in transcription of the same on computer. He/she shall also have to qualify computer proficiency test (word processing and spread sheets). Marks of proficiency test would not be counted towards the final merit as it is qualifying in nature. Select list will be prepared on the basis of merit.

DATE OF EXAMINATION

The applicants who fulfill the aforesaid qualification for the post of Stenographer Grade-III on ad-hoc basis will appear for shorthand test in

Judicial Complex, Palwal on **01.11.2021 at 10.00 a.m.** and for computer proficiency test on 16.11.2021. The applicants should bring their original testimonials at the time of their final selection. All the candidates should reach at the Judicial Complex, Palwal by 9.00 a.m. positively.

LAST DATE

The last date for receipt of the applications shall be 27.10.2021 till 4.00 p.m. No application received thereafter shall be entertained in any case.

INSTRUCTIONS

1. Applicants should attach self attested copies of their testimonials with application along with their latest passport size photograph duly attested, affixed on the application and two self addressed envelope affixing a stamp of Rs. 5/- thereon.
2. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. If on verification at any time before or after the said test, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.
3. The candidates serving in Government/Semi-Government Departments, Corporations and Boards are required to route their applications Through Proper Channel.
4. Delay on the part of postal authorities or otherwise shall not be a ground for entertaining the applications received after due date.
5. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after 27.10.2021.
6. Applications should reach at below mentioned address by mentioning on top of envelope "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON AD-HOC BASIS"


**" The District and Sessions Judge,
Judicial Courts Complex, Palwal
Haryana, PIN-121102.**

7. No TA/DA will be paid to any applicant for appearing in shorthand test/computer proficiency test/interview.
8. On completion of process, the final result will be displayed on the official website of this office i.e [http://districts .ecourts.gov.in/palwal](http://districts.ecourts.gov.in/palwal).


u (Chandra Shekhar)
District & Sessions Judge,
Palwal.

No. 6395-96 / Dated 11.10.2021

The above cited advertisement is forwarded to the Managers, Newspaper "Dainik Chetna" Bhiwani and newspaper "The Jagat Kranti" Jind (Branch Office, Bhiwani). Payment of the advertisement will be made after advertisement of vacancy as well as on receipt of bills.


u (Chandra Shekhar)
District & Sessions Judge,
Palwal.