

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KATHAL**

**EMPLOYMENT NOTICE**

Applications on plain paper furnishing particulars of the post applied for; Name; Father's name; Date of Birth; Present Address; Permanent Address; Qualification; whether previously applied in any Sessions Division of Haryana, if so, its outcome; present employment, if any and contact number, are invited for filling up five (05) posts of Stenographer Grade-III purely on adhoc basis in Kathal Sessions Division on 50% of initial pay (Pay in Pay Band + Grade Pay + DA) of fresh entrant regular employee after 01.01.2006 (unrevised), now on revised pay scale as per Seventh Pay Commission or on the wages fixed by the Deputy Commissioner under the Minimum Wages Act, whichever is higher for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier. The applications should reach to the office of undersigned on or before **10.02.2020 upto 5:00 p.m.** The number of posts may increase or decrease on account of creation or withdrawal of Courts.

**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 fulfill the condition of qualification on the last date of receipt of applications.

**AGE LIMIT**

The applicant should not be less than 18 years and more than 42 years of age as on 01.01.2020. Relaxation in age will be given to the candidates of reserved categories as per the Haryana Government instructions.

### MODE OF SELECTION

The applicant shall have to pass a test at a speed 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 Computer 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 adhoc basis will be required to appear for Shorthand Test/Computer Proficiency Test on the date and place to be intimated later-on on the official website of this office i.e. <https://districts.ecourts.gov.in/kaithal>. Candidates are advised to go through the website on regular basis. The applicants shall bring their original testimonials and identity proof at the time of Shorthand Test/Computer Proficiency Test. No separate call letters for the Shorthand Test/Computer Proficiency Test shall be sent to the applicants.

### LAST DATE

The last date for receipt of the applications shall be 10.02.2020. No application, received thereafter, shall be entertained in any case. Delay on the part of postal authorities or otherwise shall not be a ground for entertaining the applications received after due date. The incomplete applications shall be straightway rejected without any information to the candidate. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after 10.02.2020.

### INSTRUCTIONS

1. Applicants should attach self attested copies of their testimonials with the application alongwith their latest passport size photograph duly

attested, affixed on the application and two self addressed envelopes affixing thereon a stamp of Rs. 5/- each.

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. Applications should reach at below mentioned address by mentioning on the top of the envelope "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS":-

**The Superintendent,  
Office of District and Sessions Judge,  
Judicial Courts Complex,  
Kaithal (Haryana)**

4. No advance copy of application shall be entertained.
5. No TA/DA will be paid to any applicant for appearing in Shorthand Test/Computer Proficiency Test.
6. On completion of process the final result will be displayed on the official website of this office i.e. <https://districts.ecourts.gov.in/kaithal>.
7. In case of any query, applicant may contact on this office Telephone Number 01746-234744.

*Natyal*  
27.1.2020  
(Naresh Katyal)  
District and Sessions Judge,  
Kaithal.

*Sanyal*  
27/1/2020