

OFFICE OF DISTRICT & SESSIONS JUDGE, SANGRUR

PUBLIC NOTICE

Application on plain papers along with two recent identical passport size self attested photographs with complete bio-data and attested copies of testimonials, are invited in the office of undersigned upto 05:00 p.m. of 15.02.2020 for filling up the following posts of Clerks and Stenographers (on Adhoc Basis) for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, at the rate fixed by the Deputy Commissioner, Sangrur :-

Post	No. of Posts	Pay scale	Educational Qualification	Age limit
Clerk (on Adhoc basis)	Total =10 {Genl.-06 ESM (Gen)=01 BC-02 SC (others)=01}	At the rate fixed for monthly emoluments by the Deputy Commissioner from time to time in the pay scale of Rs.10300-34800+3200 Grade Pay as per Punjab Government letter No.7/204/2012-4FPI/66 dated 15.01.2015 further revised vide letter no.7/204/2012-4FP.1/1049 dated 21.12.2015 of Govt. of Punjab or as admissible from time to time.	Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation with proficiency in Computer.	The candidate should be between 18 to 37 years of age as on 01.01.2020 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.
Stenographer Grade-III (on Adhoc basis)	Total =10 {Genl=09 SC (others)=01}	At the rate fixed for monthly emoluments by the Deputy Commissioner from time to time in the pay scale of Rs.10300-34800+3600 Grade Pay as per Punjab Government letter No. 7/204/2012-4FPI/66 dated 15.01.2015 further revised vide letter no.7/204/2012-4FP.1/ 1049 dated 21.12.2015 of Govt. of Punjab or as admissible from time to time.	Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation. 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. and having proficiency in the operation of computer.	The candidate should be between 18 to 37 years of age as on 01.01.2020 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.

PROFORMA**APPLICATION FOR THE POST OF CLERK/STENOGRAPHER GR-III.**

1. NAME (In Capital Letters) : _____
2. FATHER'S/HUSBAD NAME (In Capital Letters) : _____
3. DATE OF BIRTH (DD/MM/YY) : _____
4. QUALIFICATION : _____
5. EXPERIENCE : _____
6. CATEGORY : _____
7. PERMANENT ADDRESS : _____
8. CORRESPONDENCE ADDRESS : _____
9. NATIONALITY : _____
10. CONTACT NUMBER : _____

Dated: _____

(Signatures of the Candidate)

Note:

1. Attested copies of relevant testimonials i.e. proof of qualification, date of birth etc., must be attached with the applications and should reach in this office on or before by 05:00 P.M. of 15.02.2020. No application will be entertained thereafter.
2. Only short listed candidates based on the merit list will be called for the test/interview.
3. Preference will be given to the candidates, who will have working experience in Judicial Department.
4. Application form of ineligible candidates would be rejected without giving any prior notice.
5. The incomplete applications and those received after due date, shall not be entertained.
6. Date of test/interview of the suitable candidates will be notified later on, on the website of this office
<https://districts.ecourts.gov.in/india/punjab/sangrur/recruit>
7. The number of vacancies may be increased or decreased without any notice, depending upon the vacancy position at the time of preparing merit list.
8. In case of any administrative reasons arising later on, test/interview can be cancelled/postponed without prior notice. For any update in this regard please visit official website of this Sessions Division.

9. Candidates who belong to reserved category will have to attach a copy of certificate issued by the authority concerned along with the application otherwise he/she will be considered in General Category.
10. If no suitable candidate from reserves category is found then the candidate amongst general category will be selected.
11. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office reserves the right to alter/modify or change any of the terms and conditions including selection criterion etc. spelt out in the notice.
12. No TA/DA will be given to the candidates appearing for test/interview for the abovesaid posts;



 d/c District & Sessions Judge,
 Sangrur

Endst. No. 969/EB

Dated: 30/01/2020

Copy forwarded to :-

1. The Ld. Registrar General, Punjab & Haryana High Court, Chandigarh w.r.t. Letter no.61 Spl.E.II/VII.B.4(6-E) dated 28.01.2020 for information.
2. All the District & Sessions Judge in the State of Punjab, with the request to obtain and sent applications along with service record of retrenched/surplus employees, if any, to this office on or before 15.02.2020 and to display this notice on the Notice Board.
3. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Board of their respective Courts.
4. The District Employment Generation and Training Officer, Sangrur, for sending the list of eligible candidates to this office well before 15.02.2020 to appear in the test for the abovesaid posts, the dates of which will be notified later.
5. The Manager, "The Chardikala" Punjabi Newspaper, Patiala with a request to publish this notice in the newspaper immediately and send a copy of the newspaper alongwith bill to this office at the earliest;
6. Daftri of this office be directed to display the notice on the notice board of this Court.
7. The System Officer of this office to upload the Notice on official website.


 d/c District & Sessions Judge,
 Sangrur