

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KAPURTHALA

PUBLIC NOTICE

Applications on plain paper with complete bio-data **including contact number/mobile number** alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belonging to, two passport size photographs out of which one should be pasted on the right upper side of the application, are invited in the office of the undersigned, on or before **28.01.2021 upto 05.00 p.m.**, to fill up 14 posts of Clerks and 07 posts of Stenographers Grade-III, on adhoc basis, for the period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier, as well as, 06 posts of Lift Operators on contract basis at the rates fixed by Deputy Commissioner, Kapurthala, as per detail given below:-

Sr. No	Post	No. of Posts	Scale	Qualification
1.	Clerk (on adhoc basis)	Total = 14 (Fourteen) Reservation policy will be applicable as per the instruction of Punjab Government and the Hon'ble High Court of Punjab & Haryana, Chandigarh.	Fixed monthly emoluments of Rs.12277/- (DC rate) in the pay scale of Rs.10300-34800/- Grade Pay Rs.3200, as per Punjab Govt. letter No.7/204/212-4FPI/66 dated 15.01.2015 or as admissible from time to time.	A degree of B.A./B.Sc or equivalent thereto from recognized university and has passed matriculation examination with Punjabi as one of the subject & having proficiency in operation of computers.
2	Stenographer Gr.III (on adhoc basis)	Total = 07 (Seven) Reservation policy will be applicable as per the instruction of Punjab Government and the Hon'ble High Court of Punjab & Haryana, Chandigarh.	Fixed monthly emoluments of Rs.12277/- (DC rate) in the pay scale of Rs.10300-34800/- Grade Pay Rs.3600, as per Punjab Govt. letter No.7/204/212-4FPI/66 dated 15.01.2015 or as admissible from time to time.	A degree of B.A./B.Sc or equivalent thereto from recognized university and has passed matriculation examination with Punjabi as one of the subject and pass a test at a speed of 80 W.P.M. in English Shorthand & 20 W.P.M. in transcription of the same and having proficiency in computers (Word Processing and Spread Sheets).
3.	Lift Operators (On contract basis)	Total = 06 (Six)	On contract basis at the rates fixed by Deputy Commissioner, Kapurthala as admissible from time time.	1. Matriculation from a recognized board/ University or equivalent. 2. I.T.I. Trade Certificate in Electrician from any Govt. Institute or its equivalent. 3. Two years' experience in the operation and maintenance of lifts.

PROFORMA

Application for the post of _____

1. Name (IN CAPITAL LETTERS) : _____
2. Father's/Husband's name : _____
3. Date of Birth : _____
4. Qualification : _____
5. Category : _____
6. Permanent Address : _____
7. Correspondence Address : _____
8. Nationality : _____
9. Contact Number : _____

Note.

1. The candidates shall have to appear for interview alongwith proof of identity and other relevant original testimonials.
2. Incomplete applications will be rejected. The Candidates should mention the name of the post for which he has to apply, on the application as well as on the envelope of the application.
3. The candidates should be between the age of 18 to 35 years as on 01.01.2021. Relaxation in age will be given to the candidates who belong to reserve categories as per the instructions of the Hon'ble High Court as well as the instructions issued by the Punjab Government from time to time.
4. If, no candidate from reserve category is found suitable then the said post will be offered to the candidate belongs to General Category.
5. The office reserves the right to cancel or postpone the interview for the said posts owing to some administrative reasons without any prior intimation.
6. The Pay/Salary with regard to aforesaid posts of all categories, shall be admissible as per latest instructions issued by the Hon'ble High Court or by the Government of Punjab, as the case may be.
7. The number of posts may be increased or decreased.
8. The date of written test (English Composition and General Knowledge) for the posts of Clerks and having proficiency in operation of computers, shall be conveyed to the applicants through the website of this office or through SMS.
9. The test of English Shorthand for the posts of Stenographers and computer proficiency test (Word Processing and Spread Sheets) shall be conveyed to the applicants through the website of this office or through SMS.
10. The date of interview for the posts of Lift Operators, shall be conveyed to the applicants through the website of this office or through SMS.
11. The date of interview/test for the aforesaid posts will also be displayed on the website of this Sessions Division i.e. <https://districts.ecourts.gov.in/kapurthala>
12. No separate letter will be issued with regard to the date of interview/test.
13. No T.A./D.A. will be paid.
14. Any information regarding the abovesaid posts can be obtained from the office of undersigned, on contact number **01822-297201**.

District & Sessions Judge,
Kapurthala

Endst.No. 126

Dated 11.01.2021