

PUBLIC NOTICE

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FARIDKOT

Applications are invited for the posts of Clerk and Stenographer Grade III/Steno typist on Adhoc basis initially for a period of six months or till the regular appointment is made by the Hon'ble High Court within six months against the said post whichever is earlier, on consolidated salary. The applications should be submitted strictly on the proforma enclosed herewith alongwith attested copies of relevant testimonials, two recent passport size photographs, out of which one should be pasted on the application form. Last date and time for receipt of applications in this office is 23.07.2021 upto 05.00 P.M. The qualification, Pay and Other criteria to fill up these posts, are as under:-

| Sr. No | Post | No. of Posts | Pay | Qualification | Age |
|--------|--|--|--|---|---|
| 1. | Clerk (Adhoc basis) | Total=16 (General=10, SC=3, BC=1, BC (ESM)=1 Handicapped =1) | 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. | The Candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in the Computer Application (Word Processing and Spreadsheet). | 18 to 37 years as on 01.01.2021 with the relaxation in age to the reserved categories as per rules. |
| 02 | Stenographer Grade III/ Steno-typist (Adhoc basis) | Total = 03 Gen.=03 | | | |

| Posts will be filled up on the basis of following Qualifying Criteria | | | |
|---|------------|------------------|--|
| FOR THE POST OF CLERK | | | FOR THE POST OF STENOGRAPHER GRADE-III / STENO-TYPIST |
| Subject | Max. Marks | Qualifying Marks | The candidate should pass a test at a speed of 80 W.P.M in English shorthand and 20 W.P.M. in Transcription of the same and have proficiency in computers (Word Processing and Spread Sheets). |
| English Composition | 50 | 33% | |
| General Knowledge | 50 | 33% | |
| Out of Candidates who qualify the written examination, the number of candidates as decided by this office may be called for Computer Proficiency Test. | | | |
| Venue and Schedule of test will be notified later on at the official website of this office i.e. https://districts.ecourts.gov.in/faridkot or https://districts.ecourts.gov.in/india/punjab/faridkot/recruit | | | |
| No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information. | | | |

1. The number of above said posts may be increased or decreased due to administrative exigencies. In case of any administrative reasons arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this office i.e.
“<https://districts.ecourts.gov.in/faridkot> or
<https://districts.ecourts.gov.in/india/punjab/faridkot/recruit>”
2. Preference will be given to Candidate having experience of Judicial Department.
3. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
4. While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted into percentage by the applicant himself/ herself as per criteria of the concerned board/ university/ equivalent institution and copy of the said criteria should also be enclosed with the application form.
5. The reservation of vacancies is as per the policy of Punjab Government. If no suitable candidate from the reserved category is found available, the post of reserved category will be offered to the candidates of General Category.
6. The incomplete and incorrect application form which are not in prescribed proforma shall be rejected summarily without any notice and those received after 05.00 PM of due date i.e. 23.07.2021 shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
7. In case any of the candidate is to apply for more than one post he / she will have to submit separate application for each of the post completing all the requirements.
8. No T.A./D.A. will be given to the candidates appearing for the test.

Dated:09.07.2021

Sd/-
(Sumeet Malhotra),
District & Sessions Judge,
Faridkot.

Endst.No.1765

Dated, Faridkot the 09.07.2021.

Copy forwarded to:-

1. All the District & Sessions Judge in the State of Punjab with the request to get notice display on the notice board of their respective Sessions Divisions.
2. The District Employment Generation and Training Officer, District Employment Exchange Faridkot for sending the list of eligible candidates to this office on or before 23.07.2021.
3. Copy of this notice be displayed on the notice board of this Court.
4. System Officer/ System Assistant of this office to upload the detailed advertisement on the official website of this office.
for information and necessary action.

Sd/-
(Sumeet Malhotra),
District & Sessions Judge,
Faridkot.

OFFICE OF DISTRICT & SESSIONS JUDGE, FARIDKOT

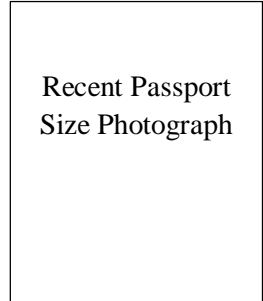
APPLICATION FOR THE POST OF _____

(Clerk or Stenographer Grade III On Adhoc Basis)

(Post applied for should be filled in the Blank column, in case not filled, application will be considered for the post of Clerk)

1. Name (in Block Letters) _____
2. Father's / Husband's Name _____
3. Date of Birth (Actual Proof) _____
4. Category (Attach proof for Reserved category) _____
5. Nationality _____
6. Communication Address _____

7. Contact No. (Mandatory) _____
8. Email Address _____
9. Whether passed Matriculation Examination with Punjabi as one of the subject _____



10 Education Qualification:-

| Name of the Examination | Board/ University/Equivalent Institution | Year of passing | Marks secured | Total Marks | % age of marks |
|-------------------------|--|-----------------|---------------|-------------|----------------|
| Graduation | | | | | |
| Post-Graduation | | | | | |

NOTE: GRADES SHOULD BE CONVERTED INTO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

11. Experience of Judicial Department

| Name of the Sessions Division | Post held | Period of service* | |
|-------------------------------|-----------|--------------------|----|
| | | From | To |
| | | | |

* Attach Experience Certificate from the Concerned Sessions Division.

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 will be liable to be rejected.

Place _____

Date _____

Signature of the Applicant