

ADVERTISEMENT

Applications are invited from the eligible candidates to fill up 4 posts (General Category) of Stenographer Grade-III on fixed salary of Rs. 25,500/- P.M purely on adhoc/contract basis against the vacant posts of Stenographer-III for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh whichever is earlier.

The requisite eligibility/ qualifications is as under:-

QUALIFICATION

- (i) The candidate shall possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University.
- (ii) The candidate 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 and shall have proficiency in computers (Word Processing and Spread sheets).

AGE LIMIT :- No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 1.1.2021. Upper age limit is relaxable as per instructions of the Hon'ble High Court and as prescribed by the Haryana Government from time to time.

LAST DATE :- Last date for receipt of the applications by all modes shall be **05.02.2021 till 5.00 P.M.**

OTHER DETAILS

- i) The applications on plain paper affixed with recent photograph of candidate shall contain all details of the candidate viz. Name, Father's/Husband's name, Date of Birth, Sex, Educational Qualification, Category, Present/ Permanent address and Experience, if any alongwith self attested copies of the relevant certificates in support thereof and two self addressed properly stamped envelopes. The application should reach either by registered post or by hand well before the closing date at the following address:-
**The Superintendent,
Office of District and Sessions Judge,
Judicial Court Complex,
Ambala, Haryana.**

- (ii) The incomplete applications and filled without photographs and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate.
- (iii) No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after last date of submission of application. This office will not be responsible for any postal delay.
- (iv) The date of shorthand test for the post of Stenographer Grade-III (adhoc/contract) shall be intimated through the same mode. No separate correspondence shall be made in this regard.
- (v) The number of vacancies may increase or decrease.
- (vi) No TA/DA shall be admissible to any candidate appearing in the test for the above mentioned post.

District & Sessions Judge,
Ambala.

19/01/2021
11/1/21