

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, FARIDABAD**

**EMPLOYMENT ADVERTISEMENT**

Applications are invited to fill 06 posts of Stenographer Gr-III (English) (General-04, BCA-01 and SC-01) purely on adhoc basis against the vacant posts of Stenographer Gr-III as per outsourcing policy Part-II, on the consolidated pay of Rs. 25,500/- per month i.e. minimum of pay scale of Stenographer Gr-III (as per the principle of 'Equal Pay for Equal Work') for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab & Haryana, Chandigarh, whichever is earlier. The number of vacancies may increase or decrease due to creation/withdrawal of courts or otherwise.

The selection for the aforesaid posts shall be made strictly in accordance with amended Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

In case of non-availability of reserve category candidates, the posts of Stenographer Gr-III will be filled from amongst the candidates of general category.

1. **QUALIFICATION:**

- (a) A person who possess a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized University.
- (b) 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. The candidate should have proficiency in operation of computers (word processing and spread sheets)

2. **AGE LIMIT:** No person shall be recruited to the service if he is less than 18 years or is more than 42 years of age as on 1<sup>st</sup> January 2021. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by the Haryana Government from time to time.

3. **LAST DATE:** The last date for receipt of the applications shall be **18.01.2021**. No application received thereafter shall be entertained in any case. Delay on the part of postal authorities shall not be a ground for entertaining the applications received after due date.

4. The applications, on plain paper with recent photograph of candidate affixed thereon containing full particulars i.e. name, father's/husbands name, date of birth, sex, educational qualification, category, permanent address, present postal address, mobile number, Email ID, experience if any, alongwith attested copies of the relevant certificates besides two self addressed properly

stamped envelopes should reach the office of District and Sessions Judge, District Courts, Sector-12, Faridabad, either by registered post or by hand well before the closing date i.e. 18.01.2021 by 05:00 P.M.

5. The incomplete applications and filed without photographs, envelopes and attested copies of the relevant certificates/testimonials shall be straightway rejected without any information to the candidate.
6. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date.
7. Candidates working in the Government Department, Semi Government any Corporation or any Board are required to apply through proper channel.
8. The candidates qualifying the short hand test will have to qualify proficiency test in operation of computers (word processing and spread sheets).
9. No TA/DA is admissible to any candidate appearing in the test for the posts mentioned above.

**NOTE:**

1. The schedule of shorthand/type test shall be uploaded in due course on the official website i.e. eCourts Faridabad.

Dated: 21.12.2020

(Deepak Gupta),  
District & Sessions Judge,  
Faridabad. 21/12/2020