

OFFICE OF THE DISTRICT & SESSIONS JUDGE: BATHINDA.

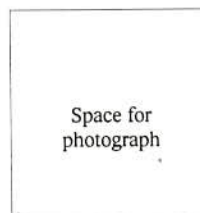
PUBLIC NOTICE

Applications on the prescribed proforma are invited alongwith attested copies of testimonials and one passport size photograph with complete bio-data, for filling up the following three vacant posts of Stenographer Grade-III on adhoc basis, for a period of six months or till regular appointments are made, whichever is earlier. The last date for receipt of applications is 28-01-2020 till 05.00 p.m. The qualification, pay and other criteria to fill up these posts is as under:-

Sr. No.	Name of the Post	No. of posts	Pay Scale	Qualification	Age
1	Stenographer Grade-III (On adhoc basis)	<u>03</u> General- 02 SC (E.S.M)- 01	Fixed monthly emoluments of Rs. in the pay scale of Rs. 10,300-34800+3600 Grade Pay or as per Hon'ble High Court Instructions as admissible from time to time.	Degree of BA/B.Sc or equivalent from recognized University with Punjabi as subject in Matric and to qualify the Shorthand test at the speed of 80 W.P.M. and its transcription in English typing speed 20 W.P.M. & having proficiency in computer application (Word Processing and Spread Sheet)	The candidate should be between 18 to 37 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

PROFORMA

APPLICATION FOR THE POST OF _____
CATEGORY _____



- 1.NAME : _____
- 2.FATHER'S/HUSBAND NAME : _____
- 3.DATE OF BIRTH : _____
- 4.AGE AS ON 01.01.2020 : _____
- 5.QUALIFICATION : _____
- 6.PERMANENT ADDRESS : _____
- 7.CORRESPONDENCE ADDRESS: _____
- 8.NATIONALITY : _____
- 9.CONTACT No./E-mail.ID (if any) : _____
- 10.EXPERIENCE, IF ANY : _____

(Signature of applicant)

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 by 05.00 p.m. of 28/01/2020. No application will be entertained thereafter.
2. Application form of ineligible candidates would be rejected without giving any prior notice.
3. The incomplete applications and those received after due date shall not be entertained. This office will not be responsible for any postal delay or wrong delivery whatsoever.
4. In case of any administrative reasons arising later on, test/interview can be cancelled/postponed without prior notice.
5. The selection shall be made by conducting test/interview for the post of Stenographer Grade-III. The shortlisted candidates equal to ten times of vacancy will be called for interview.
6. Preference will be given to candidates who having working experience in Judicial Department.
7. Date of test/interview of the suitable candidates will be notified later on <https://districts.ecourts.gov.in/bathinda>.
8. The Pay/Salary with regard to the aforesaid posts shall be admissible as per latest instructions issued by the Hon'ble High Court of Punjab and Haryana, Chandigarh or by the Government of Punjab, as the case may be.
9. Reservation in the aforesaid vacancies will be given as per Hon'ble High Court as well as Punjab Government instructions. If no suitable candidate from reserve category is found suitable then the candidate amongst general category will be selected.
10. The candidate should fulfill the condition of qualification on the last date of the receipt of applications.
11. No TA/DA will be given to the candidates.
12. No separate letter for test/interview shall be issued to any candidate.
13. Preference will be given to the retrenched employees of Sessions Division of State of Punjab.
14. Candidates belonging to reserve category will have to attach a copy of certificate of reserve category alongwith the application otherwise he will be considered in General Category.
15. The Number of vacancies may be increased or decreased without any notice, depending upon the vacancy position at the time of preparing merit list.
16. In case of any administrative reasons arising later on; test/interview can be cancelled/postponed without prior notice. All the candidates are advised to check the official website www.ecourts.gov.in/Bathinda(see: District & Sessions Judge in home page) from time to time for any further information or updation.
17. Candidates are directed to bring original testimonials at the time of interview only and not thereafter.



(KAMALJIT LAMBA),
DISTRICT & SESSIONS JUDGE,
BATHINDA.