

OFFICE OF THE DISTRICT & SESSIONS JUDGE,
CHANDIGARH.

EMPLOYMENT NOTICE

Applications are invited for filling up *14 posts of Clerk on adhoc basis for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier and 03 posts of Stenographer Grade-III on adhoc basis for six months or till the promotion of Stenographer Grade-III (regular) or till the regular appointment is made by the Hon'ble High Court, whichever is earlier* from eligible candidates alongwith self attested copies of educational certificates and two photographs duly attested by the Gazetted officer/Notary uptill **25.04.2018 at 5.00 p.m.**

<i>Sr. No</i>	<i>Name of the Post</i>	<i>No. of Posts</i>	<i>Pay</i>	<i>Minimum Qualification</i>
1	<i>Clerk</i>	14 (Genl. 09 S.C. 01 B.C/OBC 04)	As per rates fixed by the Deputy Commissioner from time to time, which at present is Rs.18,575/-.	Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Hindi/Punjabi as one of the subject. The candidates shall have to take a written examination in the subjects of English Composition/General Knowledge and having proficiency in operation of Computers.
2	<i>Stenographer Grade-III</i>	3 (Genl. 02 S.C. 01)	As per rates fixed by the Deputy Commissioner from time to time, which at present is Rs.18,575/-.	Candidate should have the degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and 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)

The candidate should not be less than 18 years and not more than 37 years of age, as on **01.01.2018.** The maximum age relaxation to the candidates belonging to reserved category will be given as per the instructions of Chandigarh Administration i.e. for S.C. (05 years) and O.B.C. (03 years). Information regarding application form alongwith other terms & conditions are available on the official website of District Court, Chandigarh i.e. **ecourts.gov.in/chandigarh.**


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TERMS & CONDITIONS

1. No person shall be appointed to the service unless he is:

- (a) a citizen of India; or
- (b) a citizen of Nepal; or
- (c) a citizen of Bhutan; or
- (d) a Tibetan refugee who came over to India before 1st day of January, 1962 with the intention of permanently settling in India; or
- (e) a person of Indian Origin who has migrated from Pakistan, Burma, Sri Lanka and East African Countries of Kenya, Uganda and United Republic of Tanzania (formerly Tanganyika and Zanzibar) Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India;

Provided that a person belonging to any of the categories (b), (c), (d) and (e) shall be a person in whose favour a certificate of eligibility has been given by the Government of India in the Department of Home Affairs and Justice.

(2) A person in whose case a certificate of eligibility is necessary may be admitted to an examination or interview conducted by the appointing authority, on his furnishing proof that he has applied for the certificate but he shall not be appointed to the service unless the necessary certificate is given to him by the Government in the Department of Home Affairs and Justice.

2. The eligible candidates making applications for the posts of Clerks on adhoc basis shall have to qualify a written examination in the following subjects:-

Sr. No.	Subject	Max. Marks	Qualifying Marks
1	English Composition	50	33%
2	General Knowledge	50	33%


No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers.

3. The eligible candidates making applications for the post of Stenographer Grade-III on adhoc basis 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 and proficiency test in Computers (Word Processing and Spread Sheets)

Note :-

1. Before applying to the post of Clerk and Stenographer Grade-III (on adhoc basis), the candidates should ensure that he/she fulfills eligibility criteria. This office shall reject the application not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.

2. List of eligible/ineligible candidates, date of written test, date of shorthand/typing test, list of successful candidates of written test as well as shorthand/typing test, date of proficiency test in computer and further updates will be displayed on the site ecourts.gov.in/chandigarh from time to time and no letter in this regard will be issued separately by this office.
3. The applications must be submitted on the **Application Forms, available in the office of undersigned only** and can be obtained by hand on any working day between 11:00 a.m. to 01:00 p.m. and 02:00 p.m. to 04:00 p.m. from **13.04.2018 to 25.04.2018**.
4. Self attested copies of relevant testimonials i.e. proof of qualification, Date of birth, Category belongs to, two recent passport size photographs duly attested by Gazetted officer/Notary (one to be pasted on application form and other to be stapled), etc. must be attached with the application form. Applications without copies of relevant testimonials and that received after **05:00 p.m. of 25.04.2018** (even by Post) will not be entertained. Incomplete applications and applications not on requisite application form will be summarily rejected.
5. Number of posts (mentioned above) may be increased or decreased without any notice depending upon the number of vacancies.
6. The candidates shall have to produce original testimonials as and when demanded by this office. No TA/DA will be paid to the candidates appearing for the tests in this regard.
7. The post of reserved category will be offered to the candidate of General Category, if no suitable candidate from the reserved category is found available.
8. The Chandigarh Union Territory Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 are available on the official website i.e. ecourts.gov.in/chandigarh
9. **Special instructions:-** The decision of the undersigned in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants. The undersigned may shortlist the candidates at any stage of the recruitment process on the basis of some criteria. No enquiry or correspondence shall be entertained in this regard.


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