

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KURUKSHETRA.

EMPLOYMENT NOTICE

Applications (on prescribed format) are invited for **five posts of Stenographers Grade-III on ad-hoc basis in Sessions Division, Kurukshetra**, on 50% of initial pay (Pay in the Pay Band i.e. 7440/-+Grade Pay i.e. 2400/- + DA) of fresh entrant regular employee after 01.01.2006 or on the wages fixed by the Deputy Commissioner, Kurukshetra under the Minimum Wages Act, whichever is higher, for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier, so as to reach in the office of the undersigned on or before 05.12.2019 upto 5.00 p.m. The number of posts may increase or decrease on account of creation or withdrawal of Courts. Application form can be downloaded from the website of District Courts, Kurukshetra i.e. <https://districts.ecourts.gov.in/india/haryana/kurukshetra/recruit>.

ESSENTIAL QUALIFICATION

The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and must have proficiency in operation of computers (word processing and spread sheets). The applicant should fulfil the condition of qualification on the last date of receipt of application.

AGE LIMIT

The applicant should not be less than 18 years and more than 42 years of age as on 01.01.2019. Relaxation in age will be given to the candidates of the reserved categories as per the Haryana Government instructions.

MODE OF SELECTION

The applicant shall have to pass a test of 80 w.p.m. in English shorthand and 20 w.p.m. in transcription of the same on computer. He/she shall also have to qualify Computer Proficiency Test (Word Processing and Spread Sheets). Marks of Computer Proficiency Test would not be counted towards the final merit as it is qualifying in nature. Select list will be prepared on the basis of merit.

DATE OF EXAMINATION.

The applicants who fulfil the aforesaid qualification for the post of Stenographer Grade-III will be required to appear for Shorthand

Test/Computer Proficiency Test in the District Courts, Kurukshetra. Date of Shorthand Test/Computer Proficiency Test will be notified on the website of District Courts, Kurukshetra i.e. <https://districts.ecourts.gov.in/india/haryana/kurukshetra/recruit>. Candidates are advised to go through the website. Applicants shall bring identity proof at the time of Shorthand Test/Computer Proficiency Test. No separate call letters for the Shorthand Test/Computer Proficiency Test shall be sent to the applicants.

LAST DATE


The applications may be sent by mentioning on the top of the envelope "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS" at the below mentioned address:-

The Superintendent,
Office of District and Sessions Judge,
Kurukshetra (Haryana).

The applications should reach on or before 05.12.2019 upto 5.00 p.m. and the applications received thereafter will not be considered.

INSTRUCTIONS

1. Applicants should attach self attested copies of their testimonials with the application alongwith their latest passport size photograph duly attested by gazetted officer, affixed on the application.
2. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. If on verification at any time before or after the said test, it is found that an applicant does not fulfil any of the eligibility condition, his/her candidature shall stand cancelled without any notice.
3. No advance copy of application shall be entertained.
4. No TA/DA will be paid to any applicant for appearing in Shorthand Test/Computer Proficiency Test.
5. The application may be sent through registered post/speed post/courier or may be submitted in the office of undersigned by hand. This office shall not be responsible for any kind of postal delay.
6. In case of any query, applicant may contact on this office Telephone Number 01744-221130.


(Sant Parkash)
District and Sessions Judge,
Kurukshetra. 21/11/2019

**APPLICATION FORMAT FOR THE POST OF STENOGRAPHER
GRADE-III (ON ADHOC BASIS).**

1. Candidate's full Name
(In capital letters) _____
2. Father's Name _____
3. Date of Birth _____
4. Nationality _____
5. Gender (Male/Female) _____
6. Category
(SC/ST/OBC/General) _____
7. Correspondence Address

8. Mobile Phone Number _____
9. Academic Qualifications
(from 10th onwards)

SPACE FOR
PHOTOGRAPH

Sr. No.	Examination/ Degree/Diploma	Subject	Name of Board/ University	Year of passing	Percentage of Marks obtained

10. Experience, if any _____

DECLARATION

I hereby declare that all the entries made by me in this application are true and correct to the best of my knowledge and belief. If anything is found false at any stage, my candidature may be cancelled, without assigning any reason thereof.

Date:

Signature of Applicant