

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PANIPAT
EMPLOYMENT NOTICE

Applications are invited for filling up 04 posts of Stenographer Gr.III on adhoc basis on 50% of the initial pay of Stenographer Gr.III (pay in Pay Band + Grade Pay + DA as admissible from time to time) of fresh entrant regular employee after 01.01.2006 or on the wages fixed by the Deputy Commissioner under the Minimum Wages Act, amended from time to time, whichever is higher, for a period of six months or till the Stenographer Grade-III becomes eligible for their promotion, whichever is earlier.

Qualification: The qualifications for the aforesaid posts shall be as under:-

1. A candidate who holds a Bachelor degree or equivalent thereto from a recognized University and must have proficiency in operation of computers (word processing and spread sheets).
2. A candidate must pass matriculation examination with Hindi or English as one of the subject.
3. A candidate should fulfill the condition of qualification on 01.05.2019.

Age Limit : The applicant should not be less than 18 years and more than 42 years of age as on 01.05.2019. Relaxation in age to the reserved categories as per 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. The Applicant shall have to qualify computer proficiency test (Word Processing and Spread Sheets). Marks of 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.

Last Date: The applications should reach in the office of undersigned on or before 11.06.2019 by mentioning on the top of the envelope "Application for the post

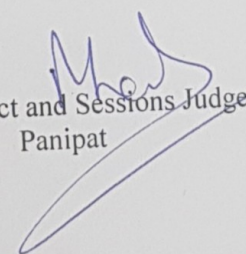
of Stenographer Grade III". The applications received after due date shall not be entertained.

Date of Examination:

The date, time and place of shorthand test/computer proficiency test will be uploaded on the website <https://districts.ecourts.gov.in/panipat> on 20.06.2019. No separate information for the written test would be given. Candidates are advised to go through the website.

Terms and Conditions.

- a) Applicants should attach attested copies of their testimonials with the application along with their latest passport size photograph duly attested, affixed on the application and a self addressed envelope affixing thereon a postal stamp of Rs. 5/-.
- b) 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 fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.
- c) No advance copy of application shall be entertained.
- d) No TA/DA will be paid to any applicant for appearing in shorthand test/computer proficiency test.


District and Sessions Judge,
Panipat