

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FARIDKOT

PUBLIC NOTICE

Applications are invited for filling up **10 (Ten) posts of Steno-Typist/Stenographer Grade-III on Ad-hoc basis**, initially for a period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is the earlier. Monthly salary will be paid as per latest instructions/clarifications received from Government of Punjab and the Hon'ble High Court of Punjab and Haryana, Chandigarh. Subject to increase or decrease on account of revision of DC rates or any further instructions received from the Hon'ble High Court of Punjab and Haryana, Chandigarh/ Punjab Govt. The applications should be submitted strictly on the prescribed proforma enclosed herewith alongwith attested copies of relevant testimonials and two recent passport size photographs, out of which one photograph should be pasted on the application form. Last date and time for the receipt of applications in this office is **05th February, 2025 at 5:00 PM**. The details are as below:

Sr. No	Name of the post	No. of posts	Pay	Minimum qualification	Age as on 01.01.2025
1	Steno-Typist/Stenographer Grade-III on Ad-hoc basis (04 posts against vacant posts and 06 posts against anticipated posts only on joining of Judicial Officers)	Total=10 SC(Mazhbi Sikh/Balmiki)=03 SC(Other)=02 BC=02 Handicapped (Lower Limb Disability)=01 ESM (Gen.)=02	Salary will be paid as per latest instructions/clarifications received from Government of Punjab and the Hon'ble High Court of Punjab and Haryana, Chandigarh.	1. B.A/B.Sc or equivalent thereto from a recognized university. 2. The candidate should have passed Punjabi language as a subject in Matriculation examination or its equivalent standard. 3. The candidate should have proficiency in computer with minimum speed of 80 words per minute in English Shorthand and 20 words per minute in transcription of the same.	The candidates should be between 18 to 37 years of age as on 01.01.2025. Relaxation shall be admissible as per the norms of the Hon'ble Punjab and Haryana High Court/ Punjab Govt..

POSTS WILL BE FILLED UP ON BASIS OF:-

The candidates will have to pass a test at a speed of 80WPM in English shorthand and 20 WPM in transcription of the same and have proficiency in computers (Word Processing and Spread Sheets) and pass through interview/interaction as decided by this office or/and any other procedure decided by this office.

SCHEDULE OF TEST/INTERVIEW/INTERACTION:-

Venue and schedule of test/Interview/Interaction will be notified later on at the official website of this office i.e. <https://faridkot.dcourts.gov.in> . No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.



NOTE: -

1. The application on prescribed proforma should be legibly filled up in **CAPITAL LETTERS** with complete particulars. Candidate has to send the "signed application form" alongwith all supporting attested copies of relevant testimonials i.e., proof of qualification, date of birth, category etc., alongwith two recent passport size photographs. Application envelope must be superscripted and one envelope should contain only one application.
"APPLICATION FOR THE POST OF STENOGRAPHER GR-III (ADHOC BASIS) UNDER CATEGORY _____"
2. The forms which will be wrongly filled up or incomplete information/incorrect application form and whose which are not in prescribed proforma will be summarily rejected without any notice. No correspondence in this regard will be made by this office.
3. This office will not be responsible for any postal delay or wrong delivery, whatsoever. Applications received after the due date will not be entertained.
4. The number of vacancies as shown above may be increased or decreased due to administrative reasons and this office reserves the right to prepare a merit list/waiting list of the candidates with more than actual/tentative number of posts/vacancies.
5. Before applying to the above said post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications of such candidates at any stage of recruitment and if erroneously appointed such candidates shall be removed from the service.
6. While mentioning marks obtained in the Educational Qualification column of the application form grades need to be converted into percentage by the applicant himself/herself as per criteria of the concerned board/university/equivalent institution and copy of the said criteria should also be enclosed with the application form.
7. For administrative reasons, the competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without any prior notice to the candidates. In that case, it will be displayed on official website of this office only.
8. Preferences will be given to the candidates having experience of Judicial Department.
9. The scheduled test/interview/Interaction can be postponed/preponed/cancelled, without any prior notice. In that case, it will be displayed on official website of this office only.
10. The admission of applicants at all stages of the recruitment process will be purely provisional and subject to their satisfying the prescribed eligibility




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conditions by way of furnishing documentary proof in support thereof. If on verification at any stage before or after the said process and even after the completion of the selection process, if it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any further notice and with consequential effect.

11. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office reserved the right to alter/modify or change any of the terms and conditions including selection criteria, eligibility etc. spelt out in public notice/employment notice.
12. In case no candidate from reserved category is available or qualified for selection to the above mentioned posts, then appointment shall be made from General category.
13. The candidates are required to bring at least one photo ID proof and all original documents on the day of test/interview/interaction.
14. No TA/DA will be given to the candidates for appearing for test/interview.
15. Candidates are advised to check official website of this court time to time for latest updations:

<https://faridkot.dcourts.gov.in>


16. All candidates must mention their contact number in the application.

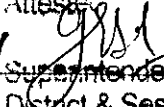

(Navjot Kaur)
UID PB0067
District & Sessions Judge,
Faridkot

Endst. No. 284 /EB Dated 17 /01, 2025.

Copy forwarded to: -

1. All the Ld. District & Sessions Judge in the state of Punjab with the request to display the notice on the notice board of their Hon'ble Courts.
2. All the Ld. Judicial Officers working in this Sessions Division, for displaying the same on the notice board of the court for information of the general public.
3. The District Employment Generation and Training Officer, District Employment Exchange, Red Cross Bhawan, Faridkot, for sending the list of eligible candidates for the above said posts well before the date fixed.
4. The Incharge Computer Section/System Assistant, with the direction to upload the public notice with the proforma on the official website of this Sessions Division.
5. Daftri, of this office, with the directions to display this notice on the notice board.


(Navjot Kaur)
UID PB0067
District & Sessions Judge,
Faridkot

Attested

Superintendent
District & Sessions Court,
Faridkot

17 JAN 2025

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FARIDKOT

**Proforma for the post of Steno-typist/Stenographer Gr-III on Adhoc basis
(Should be filled in Capital letters)**

1. Name of the Candidate: _____
2. Father/Husband's Name: _____
3. Date of Birth: _____
4. Age (As on 01.01.2025): _____
5. Punjabi Passed at : _____
Matriculation
6. Category: _____
7. Nationality _____
8. Permanent Address: _____
9. Correspondence Address: _____
10. Contact/Mobile No.: _____
11. Email ID: _____
12. Educational Qualification(Matriculation onwards)

Paste a
Coloured
Recent Passport
size Photograph

Name of the Examination	Board/University	Year of Passing	Marks(Secured/Total)	Percentage of marks

13. Details of Computer education (Degree/ Diploma etc.) _____
14. Details of the Work Experience : _____

DECLARATION BY CANDIDATE

I have read the terms and conditions of the Advertisement and agree to the same. I hereby declare that the particulars given above have been filled by me and are correct and true to the best of the my knowledge and nothing has been concealed therein and in case found false, my candidature will be liable to be rejected.

Place : _____

Date: _____

Signature of the Candidate

List of Documents Attached:

1. Date of birth Proof
2. Punjabi Passed certificate.
3. Qualification documents Matriculation onwards.
4. Certificate of Computer education.
5. Experience Certificate, if any.
6. Copy of Aadhar Card.
7. Two passport size photographs
8. Any other