

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FAZILKA.

PUBLIC NOTICE

Applications of the eligible candidates on prescribed proforma, given below, with complete Bio-data along with self attested copies of relevant testimonials i.e. proof of qualification, date of birth, certificate of category belongs to, Punjab state domicile certificate for reserve categories candidates and two passport size photographs out of which one should be pasted on the right upper side of the prescribed proforma, are invited for filling up 14 vacant posts of Stenographer Grade-III on adhoc basis for a period of six months or till the regular appointment are made by the Hon'ble High Court, Chandigarh, whichever is the earlier as per detail given below:-

Sr. No	Name of the Posts	Number of Posts	Pay Scale	Minimum Qualification	Age on 01.01.2025
1.	Stenographer Grade-III (Adhoc basis)	Total= 14 General = 09 SC M&B (Women) = 02 BC (Women)= 01 SC M&B = 02	Minimum of the pay admissible to the employees i.e. Rs.29,200/- per month, in light of letter of Department of Home Affairs & Justice (Judicial-1 Branch), Government of Punjab bearing letter No.Home-JD-10MISC/54/2023/2J UD1 I/926404/2024 dated 12.09.2024 duly adopted by Hon'ble High Court, Chandigarh, vide its letter No.957/Spl.E.II/L.80(a) 6E dated 01.10.2024, read with letter no.12030/Spl./E.II/VII.B.4 (Pb.) 7-E dated 03.12.2024 of Hon'ble High Court, Chandigarh, subject to the outcome of SLP preferred by the State of Punjab against the Judgment dated 16.02.2023 subject to furnish an undertaking in this regard.	Degree of BA/B.Sc or equivalent thereto from a recognized University and to qualify a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in transcription of the same and having proficiency in operation of computers.	18 to 37 years as on 01.01.2025 with the relaxation to reserved categories will be given as per Punjab Government rules.

(PROFORMA)

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FAZILKA

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS.

1. Name (In Block Letters) : _____
2. Father's /Husband's Name : _____
3. Permanent Address : _____
4. Address of Correspondence : _____
5. Date of Birth (DD/MM/YYYY) : _____
6. Qualification : _____
7. Nationality : _____
8. Experience, if any : _____
9. Category : _____
10. List of documents attached : _____
11. E-mail ID : _____
12. Mobile No. : _____

Declaration by Candidate

I have read all the terms and conditions of this public notice and I hereby declare that the information given above has been filled by me and is correct to best of my knowledge. I further undertake to visit the website to seek latest information regarding process of recruitment at my own.

Dated:-

(Signature of Candidate)

NOTE:

1. **Last date of submission of application is 25.06.2025 upto 05:00 P.M.**
2. The incomplete application and those received after 05:00 P.M. on due date i.e. 25.06.2025 shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery whatsoever.
3. Before applying for the post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.
4. All the candidates will appear along with their original testimonials in the office of undersigned on the date fixed for test/interview. No TA/DA will be paid to the candidates for the said purpose.
5. Number of Posts, may be increased or decreased due to administrative reasons. In the case of cancellation/postponement of test/interview due to administrative reasons, this office shall not be responsible.
6. Merely satisfying the eligibility criteria does not entitle the candidate to be selected. This office reserves the right to alter/modify or change any of the term and condition including selection criteria etc. spell out in the advertisement.
7. The post of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserved category found eligible, as per law, whatever permissible.
8. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
9. All applicants must mention contact number and e-mail ID in the application form.
10. The test/interview for the post of Stenographers Grade-III on adhoc basis will be conducted in this office at 10:00 A.M as per schedule mentioned below:-

Candidates whose name start with alphabet	Date of test/interview
A to M	08.07.2025
N to Z	09.07.2025

11. **All the candidates are advised to regularly check the official website of this office i.e. "<https://fazilka.dcourts.gov.in/>", for any updation/modification. No separate information in this regard will be sent to the candidates.**

Sd/-
(Avtar Singh),
District & Sessions Judge,
Fazilka.