

OFFICE OF THE DISTRICT & SESSIONS JUDGE, YAMUNA NAGAR AT JAGADHRI

EMPLOYMENT NOTICE

No. 119

Dated 25/10/2023

Applications are invited for filling up **04 (four) vacant posts of Stenographers Grade-III (unreserved) on adhoc basis on the principal of equal pay for equal work i.e. Rs.25,500/- being the minimum of the pay-scale of the post without any allowances**, for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab & Haryana, Chandigarh whichever is earlier. The number of vacancies may increase or decrease due to creation/withdrawal of Courts or otherwise.

MINIMUM QUALIFICATION REQUIRED:-

- (a) A person who possesses a degree of Bachelor of Arts/Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized university.
- (b) The candidate shall have to pass a test at a speed of 80 WPM in English Shorthand and 20 WPM in transcription of the same on computer. The candidate should have proficiency in operation of computers (word processing and spread sheets).

AGE LIMIT

The minimum age shall be 18 years and the upper age limit shall be 42 years as on 01.01.2023. However, age relaxation to reserved category candidates shall be accorded in accordance with the instructions issued by the Government of Haryana and adopted by Hon'ble Punjab & Haryana High Court from time to time.

LAST DATE

The applications complete in all respect should reach at the below mentioned address on or before 10.11.2023 upto 5:00 pm by mentioning specifically on the top of the envelope as to for which post the candidate intends to apply e.g. "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS": -

**The District & Sessions Judge,
Yamuna Nagar.**

The applications received after the due date will not be entertained.

DATE AND TIME OF SHORTHAND TEST:

Shorthand test shall be conducted in Judicial Courts Complex, Sector-17, HUDA, Jagadhri, Distt. Yamuna Nagar on **19.11.2023** from **10:00 A.M.** onwards. All the candidates should reach the Judicial Courts Complex, Sector-17, HUDA, Jagadhri, Distt. Yamuna Nagar by **08:30 A.m.** positively. No separate letter will be issued.

INSTRUCTIONS

- i) Format of application can be downloaded from the website of this office i.e. <https://yamunanagar.dcourts.gov.in/notice-category/recruitments/>.
- ii) Applicants should attach self attested copies of their testimonials alongwith the application with their latest passport size photograph duly attested, affixed on the application.
- iii) Incomplete applications shall be rejected straightway without assigning any reason whatsoever. If on verification, at any time, before or after the said interview, it is found that an applicant does not fulfill any of the eligibility criteria, his/her candidature shall stand cancelled without any notice.
- iv) No advance copy of application shall be entertained and applications sent via e-mail will not be accepted in any case.
- v) The candidate shall bring his/her original testimonials/documents on the date of interview.
- vi) No TA/DA will be paid to any applicant for appearing in interview.
- vii) This office shall not be responsible for any kind of postal delay.
- viii) In case of any query, applicant may contact to this office Telephone Number 01732-268300.
- ix) The decision of the Selection Committee 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.

Sd/-
(Shalini Singh Nagpal)
District & Sessions Judge,
Yamuna Nagar.