

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA.

PUBLIC NOTICE

Applications for ten (10) posts of Stenographer Gr.-III **on adhoc basis**, on the prescribed proforma are invited alongwith recent identical passport size attested photograph with complete bio-data and attested copies of testimonials, for a period of six months or till regular appointment is made, whichever is earlier, on consolidated pay of **Rs.10710.00 P.M.** (which may be increased or decreased on account of revision of wages rates fixed by the Deputy Commissioner, Ludhiana), **uptill the evening of 17.10.2016.**

1. The application must be on the prescribed form, which shall be available on the website www.ecourts.gov.in/ludhiana.
2. Application Forms which are wrongly filled up or are not on the prescribed form or incomplete or received late, shall be summarily rejected.
3. Application Form shall be filed up in Capital letters only.
4. The under-mentioned reservation roster will be observed, provided that where no candidate of reserved category is available, then appointment shall be made from general category:-

General	SC (Mazbi)	SC (Others)	Handicapp ed	BC/ OBC	ESM (General)	Total
4	2	1	1	1	1	10

- a) Number of vacancies and reservation in the posts is liable to be altered without any prior notice.
- b) Only Scheduled Castes/Backward Class/Ex-Serviceman/Physically handicapped of Punjab domicile are eligible for seeking benefit of reservation.

EDUCATIONAL QUALIFICATION FOR THE POST OF STENOGRAPHER GR.-III on adhoc basis:

The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and he will have to qualify the English Shorthand test at a speed of 80 w.p.m. and 20 w.p.m. for transcription of the same on the date of test. The candidate should also have proficiency in computers (word processing and spread sheet).

SELECTION CRITERIA

All the candidates, whose applications will be found correct after scrutiny will be called for type/shorthand/computer proficiency test, followed by interview/interaction. Selection criteria as well as merit list shall be displayed on the aforesaid website. If any candidate has any objection, then he may represent, in this regard, within seven days. No objection will be entertained after the stipulated period. The list of eligible of candidates as well as list of rejected candidates will be displayed on the aforesaid website.

AGE LIMIT

The candidate should be between 18 to 37 years of age as on 01.01.2016. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.

DATE OF TEST

- i) The candidates whose names start with **alphabets A to P** will appear for test/interview/interaction, **on 25.10.2016.**
- ii) The candidates whose names start with **alphabets Q to Z** will appear for test/interview/interaction, **on 27.10.2016.**

VENUE OF TEST

Office of the undersigned, (New Judicial Courts Complex, Ludhiana, backside District Administrative Complex, Ludhiana.)

NOTES

- 1. No separate TA/DA will be given to the candidates appearing for shorthand/type test/interview.
- 2. In case of any unavoidable exigency, the scheduled test/interview will be postponed, without any prior notice. In that case, next date of test/interview shall be displayed on the notice board of the court of undersigned as well as on the website, stated above.

Dated:

Sd-
District and Sessions Judge,
Ludhiana.

**APPLICATION FOR THE POST OF STENOGRAPHER GR-III ON ADHOC BASIS
IN THE SESSIONS DIVISION, LUDHIANA.**

1. Name : _____

Affix self
passport size
photo

2. Father's Name : _____

3. Date of Birth : _____

4. Age as on 01.01.2016 : ____ Years ____ Months ____ Days

5. Permanent/Correspon-: _____
dence Address

6. Contact No. : _____

7. Category : _____
(attach proof)

8. Educational Qualification (Attach proof)

Sr. No.	Qualification	Board/University	Year	Marks Obtained/ Total Marks	%age of marks
1	Graduation in _____				
2.	Any Others				

9. Whether passed Punjabi in Matriculation or equivalent examination: Yes or No

10. Whether the candidate has proficiency in operation of computers
(word processing and spreadsheet) : Yes or No

Declaration:-

- (a) I certify that the above said particulars are correct and true to the best of my knowledge and nothing have been kept concealed therein and in case found false, my candidature will be liable to be rejected. I shall produce the priginal certificate/testimonials at the time of counseling.
- (b) I further declare that I have never been convicted by any Court of law. I also declare that no charge sheet is pending against me in any Court of law. Further declare that I have never been dismissed or removed from Govt. service.
- (c) I further declare that I fulfill all the conditions of eligibility regarding age limits, educational qualification etc.

(Signatures of the Candidate)