

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KURUKSHETRA

EMPLOYMENT NOTICE

Applications are invited from the eligible candidates to fill up **09 (nine) posts (which includes 08 number of anticipated posts and one vacant post)** of Stenographer Grade-III (English) purely on **ad hoc basis** on consolidated pay of Rs.25,500/- (minimum of pay-scale of Stenographer Grade-III), for period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier, as per the details given below:

Total Number of Vacancies	General	SC/ST	BC-A	BC-B	PwBD (Low Vision)	ESM (General)
09	04	01	01	01	01	01

The number of vacancies may be increased or decreased due to creation/withdrawal of Courts or otherwise.

In case of non-availability of candidates belonging to reserved category, then the posts may be filled up from amongst the candidates available in unreserved category, subject to availability, in terms of explanation to Rule 7 of the Haryana Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997.

EDUCATIONAL QUALIFICATIONS

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

AGE LIMIT

Age limit for the above-said post category wise as on 01.01.2024 is as under:

Sr. No.	Category	Minimum Age Limit	Maximum Age Limit	Remarks
1	General	18	42	-
2	SC/ST	18	47	-
3	BC	18	47	-
4	Ex-Serviceman	18		To the extent of his military service added by three years provided- (a) He has rendered continuous military service for a period of not less than six months before his release: and

*[Handwritten signature]*

			(b) He was released otherwise than by way of dismissal or discharge on account of misconduct or inefficiency
5	PwBD (Low vision)	18	Upper age is relaxable by 10 years from their original category subject to maximum age of 55 years
6	Unmarried women, Wives of military personnel who are disabled while in military service, widowed or legally divorced women provided she has not remarried and judicially separated women residing separately for more than two years from the date as prescribed above	18	47 -
7	Persons who have already worked or presently working on adhoc/contract/work-charged/daily wages basis in any Department/Board/ Corporation of Haryana Government	18	Equal to the period of experience on adhoc/contract/work-charged/daily wages basis excluding the period of break, if any, subject to attaining the maximum age of 55 years.

### LAST DATE

The applications complete in all respect should reach in the office of District and Sessions Judge, Kurukshetra, by **05:00 p.m.** on **20.01.2024**. Applications received after due date will not be entertained in any case.

### DATE AND PLACE OF TEST

The venue, date, time of the examination will be informed on the website <https://kurukshetra.dcourts.gov.in/notice-category/recruitments/> No separate letter will be issued. It shall be the responsibility of the candidates to keep themselves updated about the same.

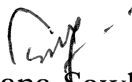
### INSTRUCTIONS

- i) Format of application can be downloaded from the above-said website of this office.
- 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 or applications received without requisite documents shall be rejected straightway without assigning any reason whatsoever and no correspondence in this regard will be entertained.
- iv) No advance copy of application shall be entertained and applications sent through e-mail will not be accepted in any case.

*Raj*

- v) Candidates qualifying the shorthand test will have to qualify proficiency test in operation of computers (word processing and spread sheets).
- vi) No TA/DA is admissible to any candidate appearing in the test(s) for the posts mentioned above.
- vii) No separate call letters for shorthand/type test shall be issued.
- viii) 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.
- (ix) In case of any query, applicant may contact to this office Telephone Number 01744-221130.

Dated: 01.01.2024

  
(Aradhana Sawhney),  
District and Sessions Judge,  
Kurukshetra

**APPLICATION FORM FOR THE POST OF STENOGRAPHER GRADE-III PURELY ON ADHOC/CONTRACT BASIS**

To

The District & Sessions Judge  
Kurukshetra

Affix Latest passport size colour photograph of the candidate attested by a Gazetted Officer

**Subject:- Application for the post of Stenographer Grade-III purely on Adhoc/Contract basis**

Name of Candidate	:	_____			
Father's / Husband's Name	:	_____			
Date of Birth	:	_____			
Age as on <b>01.01.2024</b>	:	_____			
Sex(Male/Female)	:	_____			
Nationality	:	_____			
Permanent Address	:	_____ _____			
Correspondence Address	:	_____ _____			
Category (caste)	:	_____			
Academic Qualification	:	_____			
Examination /Degree	Board/ University	Year of passing	Divn/ Class	%age of Marks	Grade Point
10th/Matric					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					
Experience (if any)	:	_____			
Contact/Mobile Number	:	_____			
E-mail I.D. (if any)	:	_____			

**Note:-Attach self-attested photocopies of all relevant documents**

I, \_\_\_\_\_ son/daughter/wife of Shri \_\_\_\_\_, hereby declare that the information given above and in the attached documents is true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

**(Signature of Candidate)**