

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARNALA

PUBLIC NOTICE

Applications on plain papers alongwith two recent identical passport size attested photographs with complete bio-data and attested copies of testimonials, are invited in the office of undersigned upto 08.01.2018 at 5:00 P.M. for the posts of Clerks and Stenographers G-III, on adhoc basis for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, as per detail given below:-

Post	No. of Posts	Pay scale	Educational Qualification	Age Limit
Clerk (on Adhoc basis)	Total=04 S.C 02 E.S.M 01 S.C (E.S.M) 01	Fixed monthly emoluments of Rs. 10,300/- in the pay scale of Rs. 10300-34800+3200 Grade Pay, as per Punjab Government letter No. 7/204/2012-4FPI/66 dated 15.01.2015 or as admissible from time to time.	Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation.	The candidate should be between 18 to 37 years of age as on 01.12.2017. 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.
Stenographer Grade-III (on Adhoc basis)	Total=04 S.C 03 E.S.M 01	Fixed monthly emoluments of Rs. 8370/- in the pay scale of Rs. 5910-20200+2800 Grade Pay, as per Punjab Government letter No. 7/204/2012-4FPI/66 dated 15.01.2015 or as admissible from time to time.	Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation. The candidate will have to qualify the test of taking dictation in English Shorthand at the speed of 80 WPM and transcribe the same on computer typing at the speed of 20 WPM having proficiency in the operation of computer.	The candidate should be between 18 to 37 years of age as on 01.12.2017. 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.

Note:

1. Attested copies of relevant testimonials i.e proof of qualification, date of birth etc must be attached with the applications and should reach in this office on or before by 5.00 P.M of 08.01.2018. No application will be entertained thereafter.
2. Application form of ineligible candidates would be rejected without giving any prior notice.
3. The incomplete applications and those received after due date shall not be entertained.
4. The Interview for the post of Clerk shall be held as per following schedule in the premises of New Judicial Courts Complex, Barnala from 10.00 A.M onwards.

Names starting from alphabet "A" to "M" on: 15.01.2018

Names starting from alphabet "N" to "Z" on: 16.01.2018

The candidates who will qualify the interview shall be called for Computer proficiency Test on 18.01.2018 at 10:00 A.M.

5. The Shorthand and computer proficiency Test for the Stenographer Grade-III on Adhoc basis will be held on 12.01.2018 at 10:00 A.M. in the office of undersigned. No separate letter will be issued for the same. No TA/DA will be given to the candidates. The interview of the candidates who qualify the test will be held either on the same day or they will be informed about the date thereof at the spot.
6. All the eligible candidates are required to report in the office of the undersigned,

at 10.00 A.M for getting their attendance marked. They should also bring their original testimonials with them.

7. In case of any administrative reasons arising later on, test/interview can be cancelled/postponed without prior notice. For any update in this regard please visit official website of this Sessions Division.
8. Reservation in the aforesaid vacancies will be given as per Hon'ble High Court as well as Punjab Government instructions.
9. If no suitable candidate from reserved category is found then the candidate from amongst general category will be selected.
10. Candidates who belong to reserved category will have to attach a copy of certificate issued by the authority concerned along-with the application otherwise he/she will be considered in General Category.