

# **OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA.**

## **EMPLOYMENT NOTICE**

**Employment Notice No. 1** dated **19.4.2017**

Applications are invited for the filling up of nine (9) posts of **Stenographer Gr.-III on adhoc basis**, on prescribed proforma (given below) alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category (General/SC/OBC/ESM etc.), two passport size photographs (one to be pasted on the right upper side of the prescribed proforma), on consolidated salary of Rs.8370/- per month which is equal to the minimum of the pay band of the pay scale of Rs.5910-20200+2800 G.Pay or minimum wages rates fixed by the Deputy Commissioner, Ludhiana, whichever is higher. **The said appointment will be for a period of six months or till the appointment of regular employees, whichever is earlier.** Application on prescribed proforma shall reach this office **by 9.5.2017 at 5.00 P.M.** This office will not be responsible for any postal delay or wrong delivery, whatsoever.

1. Application forms should be **legibly filled up** and the forms which are wrongly filled up or are not on the prescribed form or incomplete or received late, shall be summarily rejected.
2. Application Form shall be filed up in **Capital letters** only.
3. 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 (ESM)	BC	Total
6	1	1	1	9

- 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**

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 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. Merit list of selected candidates shall be displayed on the notice board as well as official website of this office. If any candidate has any objection, then he may represent, in this regard, within seven days. No objection shall be entertained after the stipulated period. The list of eligible of candidates as well as list of rejected candidates will be displayed on the official website [www.ecourts.gov.in/ludhiana](http://www.ecourts.gov.in/ludhiana).

### **AGE LIMIT**

The candidate should be between 18 to 37 years of age as on 01.01.2017. The relaxation of age will be given to the candidates belonging to reserved category as per instructions of

DATE OF TEST

- i) The candidates whose names start with alphabets A to N will appear for test on 17.5.2017.
- ii) The candidates whose names start with alphabets O to Z will appear for test, on 18.5.2017.

VENUE OF TEST

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

(PROFORMA)


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

- 1. Name : \_\_\_\_\_
- 2. Father's Name/Husband Name : \_\_\_\_\_
- 3. Permanent Address : \_\_\_\_\_
- 4. Correspondence Address : \_\_\_\_\_
- 5. Date of Birth : \_\_\_\_\_
- 6. Qualification : \_\_\_\_\_
- 7. Category : \_\_\_\_\_
- 8. Nationality : \_\_\_\_\_
- 9. List of Document : \_\_\_\_\_
- 10. Telephone/Mobile No. : \_\_\_\_\_

Signature of applicant

NOTES

- 1. No separate TA/DA will be given to the candidates appearing for test etc.
- 2. In case of any unavoidable exigency, the scheduled test will be postponed, without any prior notice. In that case, next date of test shall be displayed on the notice board of the office of undersigned as well as on the website [www.ecourts.gov.in/ludhiana](http://www.ecourts.gov.in/ludhiana). No separate intimation will be sent to any candidate.
- 3. The offer of appointment is subject to verification of original certificates/testimonials at the time of selection and completeness of other formalities otherwise the candidature shall be rejected.
- 4. Before applying to the abovesaid posts, the candidates 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 candidates shall be removed from the services besides further action as per law.
- 5. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Office shall reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the public notice/employment notice.

  
District and Sessions Judge,  
Ludhiana.