

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JHAJJAR.**

**EMPLOYMENT NOTICE**

Applications are invited from the eligible candidates to fill up 09 (08 anticipated + 01 existing) posts of Stenographer Grade-III (English) **purely on adhoc basis** in Jhajjar Sessions Division in the initial pay scale of regular Stenographer Grade-III i.e. Rs.25,500/- per month, for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, as per the details given below:-

<b>Existing and anticipated posts of Stenographer Grade-III</b>	<b>General</b>	<b>SC</b>	<b>BC-A</b>	<b>BC-B</b>	<b>ESM (General)</b>	<b>PWD (a) blindness and low vision</b>
09	04	01	01	01	01	01

**Note:** The number of vacancies may increase or decrease due to creation or withdrawal of courts or otherwise during the selection process. No intimation in this regard will be issued separately.

**Educational Qualification:**

The candidate should have possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University. He/she should have passed matriculation examination with Hindi as one of the subject and must have proficiency in operation of Computers (Word Processing and Spread Sheets).

**Age:**

No person shall be recruited to the service, if he/she is less than 18 years or is more than 42 years of age as on 01.01.2024. However, age relaxation for reserved posts shall be applicable as per reservation policy framed by Government of Haryana, from time to time.

**Mode of Selection for the post of Stenographer Grade-III:**

Candidates for the post of Stenographers Grade-III on adhoc basis, will have to qualify the English Shorthand Test and its Transcription at the speed of 80 w.p.m. and 20 w.p.m. respectively on Computer. The candidates will also have to qualify a Computer Proficiency Test.

The selection for the aforesaid posts shall be made strictly in accordance with the provisions of Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

**Last Date:**

Last date of receipt of applications shall be 29.02.2024 upto 5:00 P.M. No application received thereafter shall be entertained in any case.

**Date and Place of Examination/Test:**

The venue, date and time of English Shorthand Test will be informed on the official website of this office i.e. <https://jhajjar.dcourts.gov.in>. Candidates are advised to visit the website on regular basis w.e.f. 29.02.2024. The candidates shall bring their original testimonials and identity proof at the time of Shorthand Test/Computer Proficiency Test. No separate call letters will be issued in this regard.

**Instructions:**

1. Format of application can be downloaded from the abovesaid website of this office.
2. Candidates should attach self-attested copies of their testimonials with the application alongwith their latest passport size photograph, affixed on the application.
3. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which will receive in this office after 29.02.2024. Delay on the part of postal authorities or otherwise shall not be a ground for entertaining the applications received after due date.

4. The candidates should mention on the top of the envelope **“APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS”**. The application should be addressed to “The District and Sessions Judge, Judicial Courts Complex, Gurugram Road, Jhajjar”.
5. No advance copy of application shall be entertained and application sent through e-mail will not be accepted in any case.
6. Persons with Disabilities (PWD) while applying for the reserved post of Stenographer Grade-III on adhoc basis, shall mention their category in their application forms and shall annex certificate regarding disability.
7. Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/U.T. will be considered as a candidate of general category. Reservation policy as enforced at the time of selection would be considered and applicable, provided that in case of non-availability of suitable candidate of reserved category for the post of Stenographer Grade-III on adhoc basis, the reserved posts shall be filled up from the suitable candidate(s) of general category.
8. No TA/DA is admissible to any candidate appearing in Shorthand Test/Computer Proficiency Test for the posts mentioned above.
9. Appointment letters will be issued to the selected candidates (against anticipated posts) only on joining of newly appointed Judicial Officers in Jhajjar Sessions Division.

Dated : 14.02.2024

Sd/-  
District & Sessions Judge,  
Jhajjar.

**APPLICATION FOR THE POST OF STENOGRAPHER GR.III ON ADHOC-BASIS.**

To

The Learned District and Sessions Judge,  
Jhajjar.

Space for  
photograph

1. Name of the Candidate: \_\_\_\_\_
2. Father's/Husband's Name: \_\_\_\_\_
3. Date of Birth: \_\_\_\_\_
4. Gender: \_\_\_\_\_
5. Category: (if reserved, attach Proof) \_\_\_\_\_
6. Educational Qualification: \_\_\_\_\_
7. Experience, if any: \_\_\_\_\_
8. Permanent Address: \_\_\_\_\_  
\_\_\_\_\_
9. Present postal address: \_\_\_\_\_  
\_\_\_\_\_
10. Nationality: \_\_\_\_\_
11. Contact Number/ E-mail ID: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of the Candidate)

Place: \_\_\_\_\_