

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, LUDHIANA
PUBLIC NOTICE

Applications for twenty two (22) posts of Steno-typist on the prescribed proforma are invited alongwith three recent identical passport size attested photographs with complete bio-data and attested copies of testimonials, on adhoc basis, for a period of six months or till regular appointment is made, whichever is earlier, on consolidated pay of Rs.8370/- which is equal to the minimum of the pay band of the pay structure of Rs.5910-20200+2800 Grade pay, **uptill the evening of 10.08.2015.**

1. The application must be on the prescribed form, which shall be available on the websites www.ecourts.gov.in/ludhiana and www.ludhiana.gov.in (see: District and Sessions Judge in home page).
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 (Others)	SC (Mazbhi)	B.C.	ESM	Handicapped	SC (ESM)	Total
11	2	3	2	2	1	1	22

- 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 STENO-TYPIST:

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.

AGE LIMIT

The candidate should be between 18 to 37 years of age as on 01.01.2015. 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 24.08.2015 at 09.30 A.M.**
- ii) The candidates whose names start with **alphabets Q to Z** will appear for test/interview/interaction, **on 26.08.2015 at 09.30 A.M.**

VENUE OF TEST

Office of the undersigned, (New Judicial Courts Complex, Ludhiana, backside Mini Secretariat, 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:

District and Sessions Judge,
Ludhiana.

Endst. No. ____/G, Dated, Ludhiana the ____ 2015.

A copy is forwarded to:-

1. All the District & Sessions Judges in the State of Punjab with request to obtain and send the applications alongwith service record of retrenched/surplus Steno-Typist if any, who are willing to opt the appointment under the aforesaid conditions, to this office on or before the date fixed.
2. All the Judicial Officers, Sessions Division, Ludhiana to display the notice on the Notice Boards of their Courts and to send compliance report.
3. The Deputy Commissioner, Ludhiana with a request to get it displayed on the notice Board of his office;
4. Daftri of this office with the directions to display this notice on the Notice Board of this court and report.
5. The Editor, Chardikalan, Patiala with the request to publish the above mentioned notice and to send a copy of the newspaper alongwith bill, to this office at the earliest.
6. The Deputy Director, Employment Generation and Training, District Bureau of Employment Generation and Training, Ludhiana alongwith Annexure with the request to send applications of eligible candidates.
7. The District Informatics Officer, NIC, Ludhiana (through the Deputy Commissioner, Ludhiana), with the request to get this public notice and prescribed form displayed on the website www.ludhiana.gov.in.
8. The concerned official of this office with the directions to upload the above public notice and prescribed form on the website of www.ecourts.gov.in/ludhiana.

District and Sessions Judge,
Ludhiana.

APPLICATION FOR THE POST OF **STENO-TYPIST** IN THE SESSIONS
DIVISION, LUDHIANA.

1. Name : _____

2. Father's Name : _____

3. Date of Birth : _____

4. Age as on 01.01.2015 : ____ Years ____ Months ____ Days

5. Permanent Address : _____

6. Correspondence Address: _____

: _____

7. Contact No. : _____

8. Category : _____
(attach proof)

9. Educational Qualification :

Sr. No.	Qualification	Board/University	Year	Marks Obtained/ Total Marks	%age of marks
1	Graduation ()				
2.	P. G. ()				
3.	Professional Qualification				
4.	Distinction if any				
5.	Others				

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

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

Declaration:-

I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected.

(Signatures of the Candidate)

