

OFFICE OF THE DISTRICT & SESSIONS JUDGE : RUPNAGAR.

PUBLIC NOTICE

Applications on plain paper alongwith three recent identical passport size attested photographs with complete bio-data and attested copies of testimonials, are invited for the following posts of Clerks and Stenographer Gr-III on Adhoc basis on consolidated salary initially for a period of six months or till regular appointments are made or till the existence of the Courts concerned, whichever is earlier upto 15-11-17.

Sr No	Post	No. of Posts	Pay	Educational Qualification	Age Limit
1.	Clerk	3 (2Genl) (1SC)	Fixed monthly emoluments of Rs.10,300/- in the pay scale of Rs.10300-34800+3200 GP as per Punjab Govt. Letter No. 7/204/2012-4FPI/66 dated 15.1.2015 or as admissible from time to time.	B.A. or B.Sc. or equivalent from a recognized University and has passed matric examination with Punjabi as one of the subject and to qualify the computer proficiency test at the speed of 30 W.P.M.	The candidate should be between 18 to 37 years of age as on 1.11.2017. 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 and total service plus 3 years to be deducted from actual age for Ex-Service man and 45 year in case of person already in Govt. Service as on 1.11.2017.
2.	Steno-grapher Gr-III	8 (4Genl) (2 SC) (1BC) (1Esm)	Fixed monthly emoluments of Rs.9569/- (D.C. rates as payable time to time) in the pay scale of Rs.5910-20200+2800 GP as per Punjab Govt. Letter No. 7/204/2012-4FPI/66 dated 15.1.2015 or as admissible from time to time.	B.A. or B.Sc. or equivalent from a recognized University and has passed matric examination with Punjabi as one of the subject. The Candidate shall have to pass English shorthand test at a speed of 80 w.p.m. in transcription of the same @ 20 w.p.m. and have proficiency in computer (word processing & spread sheet)	The candidate should be between 18 to 37 years of age as on 1.11.2017. 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 and total service plus 3 years to be deducted from actual age for Ex-Service man and 45 year in case of person already in Govt. Service as on 1.11.2017.

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 by 5.00 P.M. on 15-11-17. No application will be entertained thereafter.
2. The Written Test for the post of Clerk will be held on 2-12-17 at 10.00 A.M. No separate letter will be issued.

3. The Candidates who will qualify the written Test shall be called for Computer proficiency Test. The Candidates must get 40% marks in aggregate in written Test to appear in Computer proficiency Test. Computer proficiency Test will be held on 9-12-17. No separate letter will be issued.
4. The test for filling up the posts of Stenographer Gr-III will be held on 18-11-17 at 10.00 A.M.
5. Incomplete applications will be rejected summarily without any notice.
6. All the candidates must bring the original testimonials with them, at the time of test as well as interview. No TA/D.A. will be paid to the candidates appearing for test/interview and no separate information regarding interview/test will be given.
7. If the suitable candidates to be recruited against reserved category of posts, not qualify the written/type test then the said posts will be offered to the candidates belonging to the General category.
8. The number of vacancies may increase or decrease. In case of administration reasons arising lateron, the interview test for the above said post can be cancelled/postponed, this office will not be responsible.
9. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/modify or change any of the term and conditions including selection criteria etc. spelt out in the advertisement. For any update, please visit recruitment page on the official website of this office <http://ecourts.gov.in/Rupnagar/history>.


DISTRICT & SESSIONS JUDGE
RUPNAGAR.

Endst. No. 12312-316. Dated, Rupnagar, the 3rd November, 2017.

Copy forwarded to :-

1. All the District & Sessions Judges in the State of Punjab with the request to obtain and send the applications alongwith service record of retrenched/surplus Clerk and Stenographer Gr-III, if any to this office on or before 15-11-17.
2. The Manager, Chardikalan Patiala, with the request to publish the above mentioned notice and send the copy of newspaper alongwith bill to this office at the earliest.
3. The District Employment Officer, Employment Exchange, Rupnagar for sending the list of eligible candidates for the above said posts on or before 15-11-17.
4. Daftri of this office with the direction to display this notice on the Notice Board of this office.
5. System Office of this office, with the direction to upload the advertisement on official website.


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