

**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 05:00 p.m. of 06.11.2019 for the following posts:-

Post	No. of Posts	Pay scale	Educational Qualification	Age Limit
Clerk (on Adhoc basis)	Total=07 Reservation of posts will be as per policy of the Punjab Government as well as the Hon'ble High Court of Punjab and Haryana, Chandigarh.	Fixed monthly emoluments as per D.C. rates decided by time to time, 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 further revised vide letter no. 7/204/2012-4FP.1/1049 dated 21.12.2015 of Govt. of Punjab. 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 with proficiency in Computer.	The candidate should be between 18 to 37 years of age as on 01.10.2019 for General Category. 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=03 Reservation of posts will be as per policy of the Punjab Government as well as the Hon'ble High Court of Punjab and Haryana, Chandigarh.	Fixed monthly emoluments as per D.C. rates decided by time to time, in the pay scale of Rs. 10300-34800+3600 Grade Pay, as per Punjab Government letter No. 7/204/2012-4FPI/66 dated 15.01.2015 further revised vide letter no. 7/204/2012-4FP.1/1049 dated 21.12.2015 of Govt. of Punjab. 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 01.10.2019 for General Category. 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.

**PROFORMA**

APPLICATION FOR THE POST OF CLERK/STENOGRAPHER GR-III

1. NAME : \_\_\_\_\_
2. FATHER'S/HUSBAND NAME : \_\_\_\_\_
3. DATE OF BIRTH : \_\_\_\_\_
4. QUALIFICATION : \_\_\_\_\_
5. EXPERIENCE : \_\_\_\_\_

6. CATEGORY : \_\_\_\_\_  
7. PERMANENT ADDRESS : \_\_\_\_\_  
8. CORRESPONDENCE ADDRESS : \_\_\_\_\_  
9. NATIONALITY : \_\_\_\_\_  
10. CONTACT NUMBER : \_\_\_\_\_

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 06.11.2019. No application will be entertained thereafter.
2. Only short listed candidates based on merit list will be called for the test/Interview.
3. Preference will be given to candidates who will have working experience in Judicial Department.
4. Application form of ineligible candidates would be rejected without giving any prior notice.
5. The incomplete applications and those received after due date shall not be entertained.
6. Date of test/interview of the suitable candidates will be notified later on, on the website of this office <https://districts.ecourts.gov.in/india/punjab/barnala/recruit>.
7. The number of vacancies may be increased or decreased without any notice, depending upon the vacancy position at the time of preparing merit list.
8. 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.
9. 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.

*Sd/-*  
District & Sessions Judge,  
Barnala.

Endst. no. 5894 /EB

Dated 16/10/2019

Copy forwarded to:-

1. All the District & Sessions Judge in the State of Punjab, with the request to obtain and send applications along-with service record of retrenched/surplus employees, if any, to this office on or before 06.11.2019 and to display this notice on the notice board.
2. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Boards of their respective Courts.
3. The Employment Generation and Training Officer, Barnala with the request to ask the eligible candidates to appear in the test on the dates which will be notified later.
4. Daftri of this office with the direction to display the notice on the notice board of this Court.
5. The System Officer of this office to upload the Notice on official website.

*Sd/-*  
District & Sessions Judge,  
Barnala.