

OFFICE OF THE DISTRICT & SESSIONS JUDGE : S.A.S. NAGAR

PUBLIC NOTICE

Applications on the prescribed form (offline mode) are invited upto **20.03.2025 till 05:00 PM**, to filling up 39 (including 28 anticipated vacancies) posts of **Clerks** and 28 anticipated posts of **Stenographer Grade-III, on Adhoc basis**, initially for a period of six months or till the regular appointments are made by the Hon'ble Punjab & Haryana High Court, Chandigarh, whichever is earlier. The applications should be filled on the prescribed proforma, complete in all respects, alongwith attested copies of relevant testimonials including proof of age, education/technical qualifications, experience and two recent passport size photographs (out of which one should be pasted on the right upper side of the application).

Sr. No.	Name of Post	No. of Posts	Pay	Educational Qualification	Age Limit
1.	Clerk (On Adhoc basis) {Note: Appointment letters of the Selected candidates against 28 posts of Clerks, which are to be created for newly recruited Judicial Officers, who will join in the month of April 2025, would be issued on joining of the said Officers}	39 (including 28 anticipated posts) 1. General = 7 2. General (W) = 1 3. General E.W.S. = 3 4. General E.W.S. (W)=2 5. S.C. (M&B) = 4 6. S.C. (M&B) (W) = 3 7. S.C. (R&O) = 2 8. S.C. (R&O) (W)= 1 9. B.C./O.B.C. = 3 10. B.C./O.B.C. (W) = 2 11. PwD (Locomotor) = 2 12. E.S.M. = 2 13. E.S.M. (W) = 2 14. E.S.M. (S.C.) (M&B)=1 15. E.S.M. (SC)(R&O)=1 16. E.S.M. (B.C./OBC)=1 17. Sportsman (S.C.) = 1 18. Sportsman Gen.(W)=1	Consolidated monthly salary of Rs.29,200/-, in accordance with the instructions issued by the Hon'ble Punjab & Haryana High Court, Chandigarh vide letter No.1230/Spl./E.II/VII.B.4(Pb.)7-E dated 03.12.2024 or as admissible from time to time.	1. Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University 2. Candidates should have passed Punjabi language as one of the subjects in Matriculation or its equivalent standard. 3. Candidates should have proficiency in computer with minimum typing speed of 30 W.P.M. in english.	The candidate should be between 18 to 37 years of age as on 01.01.2025. Relaxation of age shall be admissible as per norms of the Hon'ble High Court as well as Punjab Government .
2.	Stenographer Grade-III (On Adhoc basis) {Note: Appointment letters of the Selected candidates against 28 posts of Stenographer Gr.-III, which are to be created for newly recruited Judicial Officers, who will join in the month of April 2025, would be issued on joining of the said Officers}	28 (all anticipated) 1. General = 6 2. General E.W.S. = 3 3. General E.W.S. (W)=1 4. S.C. (M&B) = 2 5. S.C. (M&B) (W)= 2 6. S.C. (R&O) = 2 7. S.C. (R&O) (W) = 1 8. B.C./O.B.C. = 2 9. B.C./O.B.C. (W) = 2 10. PwD (L.V.) = 1 11. E.S.M. = 1 12. E.S.M. (W) = 1 13. E.S.M. (SC) (M&B)=1 14. E.S.M. B.C./O.B.C.=1 15. Sportsman (S.C.) = 1 16. Freedom Fighter=1	Consolidated monthly salary of Rs.29,200/-, in accordance with the instructions issued by the Hon'ble Punjab & Haryana High Court, Chandigarh vide letter No.1230/Spl./E.II/VII.B.4(Pb.)7-E dated 03.12.2024 or as admissible from time to time.	1. Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University 2. Candidates should have passed Punjabi language as one of the subjects in Matriculation or its equivalent standard; 3. Candidates should have proficiency in computers including Word Processing and Spreadsheet with minimum typing speed of 80 W.P.M. in English Shorthand and 20 W.P.M. in transcription of the same.	The candidate should be between 18 to 37 years of age as on 01.01.2025. Relaxation of age shall be admissible as per norms of the Hon'ble High Court as well as Punjab Government .

Abbreviations: E.W.S. = Economically Weaker Section, W = Woman, PwD = Physically handicapped, L.V. = Low Vision, B = Blind, E.S.M. = Ex-Serviceman, M&B = Mazhabi and Balmiki Sikh, R&O = Ramdasia Sikh and Others.

SELECTION PROCEDURE:-

1. Post of **Clerk** will be filled up on the basis of written test as well as Computer Proficiency Test including Spreadsheet, Word Processing and also having a speed of 30 W.P.M. in English typing. Date of written test is as under:-

Name of Post	Date of Written Examination
Clerk	29.03.2025

Note:-

- (i) List of the eligible candidates alongwith instructions regarding Written Examination, will be uploaded on the official website of this Sessions Division, the link of the same is <https://sasnagar.dcourts.gov.in/notice-category/recruitments/> two days before the date of examination.
- (ii) Admit Card/Roll Number and Venue/time regarding Written test/Computer Proficiency Test etc., will be notified on the official website of this office only, the link of the same is <https://sasnagar.dcourts.gov.in/notice-category/recruitments/>. The candidate will be solely responsible to appear in the Written/ Computer Proficiency Test on the date fixed. No separate information in this regard will be sent to the candidates.

- (iii) Syllabus for the post of Clerk is as follows :-

Sr. No.	Subject	Marks	Qualifying Marks
1.	English Composition	50	33%
2.	General Knowledge/Awareness	50	33%

- (iv) It is also made clear that No candidate shall be considered for Computer Proficiency Test, unless he/she obtains 40% marks in aggregate in the written examination to be conducted for the post of Clerk. Venue/time and List of the selected candidates for Computer Proficiency Test will be notified on the official website of this office only.

2. Post of **Stenographer Grade-III** will be filled up on the basis of English Shorthand test having speed of 80 W.P.M. and 20 W.P.M. in Transcription of the same as well as Computer Proficiency Test including Spreadsheet, Word Processing etc. Date of test is as under:-

Name of Post	Date of Examination
Stenographer Grade-III	30.03.2025

Note:-

- (i) List of the eligible candidates alongwith instructions regarding Written Examination, will be uploaded on the official website of this Sessions Division, the link of the same is <https://sasnagar.dcourts.gov.in/notice-category/recruitments/>, two days before the date of examination.
- (ii) Admit Card/Roll Number, Venue/time and Schedule of Short-hand test/Computer Proficiency Test etc., will be notified on the official website of this office only, the link of the same is <https://sasnagar.dcourts.gov.in/notice-category/recruitments/>. The candidate will be solely responsible to appear in the C.P.T./Shorthand test on the date fixed. No separate information in this regard will be sent to the candidates.

- (iii) No candidate shall be considered to have qualified the test, if he/she commits more than 8% mistakes in the Short hand test. Further, the Computer Proficiency test shall be only of qualifying nature, of 10 marks and of 10 minutes duration. To qualify Computer Proficiency Test, a candidate shall have to secure 40% or more i.e. 4 or more marks.

Other Important instructions :-

1. Prescribed proforma of application is available on the official website of this office i.e. <https://sasnagar.dcourts.gov.in>.
2. Incomplete applications and **those received after 05.00 PM of due date i.e. 20.03.2025** shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
3. Before applying to the above said posts, candidate 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 appointed erroneously such candidate shall be removed from service.
4. It is mandatory to mention **contact numbers and e-mail Ids** in the applications.
5. It is to make amply clear that **there is no application fees for applying for the aforesaid posts** and no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing applications forms in bulk would not be entertained.
6. No request of any sort to make up deficiency in the application form would be entertained after the due date nor this office shall entertain any call or conversation regarding receipt of application forms as well as their tracking.
7. **No T.A./D.A.** will be paid to the candidates for Written/C.P.T./Shorthand test purpose.
8. Number of above said posts, may be increased or decreased due to administrative reasons. However, this office reserves the right to CANCELLATION/ POSTPONEMENT of Written test/Computer Proficiency Test/ Shorthand test due to administrative reasons. However, notice in this regard will be notified on the official website of this office.
9. The competent authority reserves the right of any amendment, cancellation and changes to this advertisement as a whole or in part without any prior notice to the candidates. In that case, it will be displayed on official website of this office only.
10. Merely satisfying the eligibility criterion does not entitle a candidate to be selected. This office reserved the right to alter/modify or change any of the terms and conditions including selection criteria, eligibility etc. spelt out in public/employment notice.
11. Candidates are advised to check official website of this Court time to time for latest updates:

<https://sasnagar.dcourts.gov.in/notice-category/recruitments/>

--Sd--

District & Sessions Judge,
S.A.S. Nagar.

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, S.A.S NAGAR

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III (ON ADHOC BASIS).

1. NAME (in Capital Letters) _____
2. FATHER'S/ HUSBAND'S NAME
(In Capital Letters) _____
3. DATE OF BIRTH (Attach Proof) _____
4. AGE AS ON 01.01.2025 _____ Day _____ Month _____ Years
5. CATEGORY (As Per the Vacancy)
(Attach Proof for reserved category) _____
6. NATIONALITY _____
7. CORRESPONDENCE ADDRESS _____

8. CONTACT No. _____
9. Email-id _____
10. WHETHER ANY FIR/CRIMINAL
CASE IS/WAS PENDING OR
REGISTERED OR CONVICTED
IN ANY CRIMINAL CASE. _____
11. Whether passed Matriculation
Examination with Punjabi as
one of the subject. _____
12. Educational Qualification

Affix Recent Self
Attested Passport
Size Photograph

Name of Examination	Board/ University/ Equivalent Institution	Year of Passing	Marks secured	Total Marks	% age of marks
10 th Class					
12 th Class					
Graduation					
Any other qualification					

Note: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

13. Experience of Judicial Department.

Name of the Sessions Division	Post held	Period of Service*	
		From	To

* Attach Experience Certificate from the concerned Sessions Division.

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certified that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature will be liable to be rejected. I further certify that the attested copies of the certificates/documents attached with the application are correct and true copies.

Place _____

Dated _____

(Signature of applicant)

LIST OF DOCUMENTS TO BE ATTACHED:

1. Proof of Date of Birth.
2. Attested copies of All the Educational Qualification/ Technical Qualification certificates.
3. Attested copy of Caste/Category Certificate or any other certificate for which he is seeking age relaxation.
4. Experience Certificate, if any.
5. Copy of adhar Card and two recent passport size photographs (paste one on the right upper side of the application).

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, S.A.S NAGAR

APPLICATION FOR THE POST OF CLERK (ON ADHOC BASIS).

1. NAME (in Capital Letters) _____
2. FATHER'S/ HUSBAND'S NAME
(In Capital Letters) _____
3. DATE OF BIRTH (Attach Proof) _____
4. AGE AS ON 01.01.2025 _____ Day _____ Month _____ Years
5. CATEGORY (As Per the Vacancy)
(Attach Proof for reserved category) _____
6. NATIONALITY _____
7. CORRESPONDENCE ADDRESS

8. CONTACT No. _____
9. Email-id _____
10. WHETHER ANY FIR/CRIMINAL
CASE IS/WAS PENDING OR
REGISTERED OR CONVICTED
IN ANY CRIMINAL CASE. _____
11. Whether passed Matriculation
Examination with Punjabi as
one of the subject. _____
12. Educational Qualification

Affix Recent Self
Attested Passport
Size Photograph

Name of Examination	Board/ University/ Equivalent Institution	Year of Passing	Marks secured	Total Marks	% age of marks
10 th Class					
12 th Class					
Graduation					
Any other qualification					

Note: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

13. Experience of Judicial Department.

Name of the Sessions Division	Post held	Period of Service*	
		From	To

* Attach Experience Certificate from the concerned Sessions Division.

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certified that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in case found false, my candidature will be liable to be rejected. I further certify that the attested copies of the certificates/documents attached with the application are correct and true copies.

Place _____

Dated _____

(Signature of applicant)

LIST OF DOCUMENTS TO BE ATTACHED:

1. Proof of Date of Birth.
2. Attested copies of All the Educational Qualification/ Technical Qualification certificates.
3. Attested copy of Caste/Category Certificate or any other certificate for which he is seeking age relaxation.
4. Experience Certificate, if any.
5. Copy of adhar Card and two recent passport size photographs (paste one on the right upper side of the application).