

OFFICE OF THE DISTRICT & SESSIONS JUDGE, JALANDHAR

PUBLIC NOTICE

Applications are invited on the enclosed prescribed proforma along with attested copies of relevant testimonials and with two recent passport size photographs with complete bio-data up till **04.02.2017 by 5.00 pm** for filling up the following vacant posts on adhoc basis, for a period of six months or till these posts are filled on regular basis by the High Court or till the existence of post, whichever is earlier, on consolidated salary. The qualification, Pay and other criteria to fill up these posts is as under:-

Post	No.of Posts	Pay	Qualification
Clerk	Total = 38 Gen - 19 S.C - 09 B.C - 04 Freedom Fighter - 01 Handicapped - 01 Ex-Service man (Gen)=03 Ex-Service man (SC) = 01	Fixed Monthly emoluments of Rs. 10,959/- in the Pay Scale of 10,300 – 34,800 + 3200 Grade Pay as per Punjab Govt. Letter no. 7/204/ 2012 - 4 FPI/ 66 dated 15.01.2015 or as admissible from time to time.	The candidate for the post of Clerk and Stenographer Grade III/ Steno-typist should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in the Computer Application (Word Processing and Spread Sheet)
Stenographer Grade III/ Stenotypist	Total = 11 Gen - 08 S.C - 01 Ex-Service man (Gen)=01 Ex-Service man (BC) = 01	Fixed Monthly emoluments of Rs. 10,959/- in the Pay Scale of 5910 – 20,200 + 2800 Grade Pay as per Punjab Govt. Letter no. 7/204/ 2012 - 4 FPI/ 66 dated 15.01.2015 or as admissible from time to time.	

POST-WISE CRITERIA FOR SELECTION WILL BE AS UNDER

CLERKS

Total Marks: 20 (Marks shall be bifurcated as under:-)

GRADUATION

75% or more 12 Marks

1st Division 10 Marks

IInd Division 8 Marks

IIIrd Division 5 Marks

POST GRDUATION

75 % or more 8 Marks

Ist Division 5 Marks

IInd Division 3 Marks

IIIrd Division 1 Marks

Criteria for proficiency test for the post of clerk

Merit list of candidates will be prepared as per above mentioned criteria and candidates three times the number of posts will be shortlisted to appear in computer proficiency test which will only be qualifying in nature. Candidates will only be eligible for recruitment if they pass the computer proficiency test (word processing and spread sheet and having typing speed of minimum 30 w.p.m.) **Date of test will be notified on website of this office along with list of candidates shortlisted for same.**

STENOGRAPHER GRADE III/ STENOTYPIST

Candidate shall have to pass a test at a speed of 80 w.p.m in English transcription of the same and have proficiency in Computer (Word Processing and Spread Sheet). **All the eligible candidates will be called for the test and date for the same will be notified on website of this Office alongwith list of candidates found eligible.**

The Age of Candidate as on 01.02.2017 should be 18 to 37 years for General Category. Relaxation of upper age limit will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

At the first instance efforts will be made to fill up maximum number of posts by absorbing the eligible retrenched/surplus employees of Judicial Department.

NOTE:-

- 1- The incomplete applications and all those received after **04.02.2017 by 5.00 PM**, either by post or otherwise shall not be entertained.
- 2- The information provided by the candidate in the application form will be verified with his/her original testimonials and in case any of the information is found incorrect at any stage his/ her candidature shall be cancelled.
- 3- The posts of reserved categories will be offered to the candidates of the general category, if no suitable candidates from the reserved categories are found eligible.
- 4- Number of above said posts may be increased or decreased due to administrative exigencies.
- 5- 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 terms and conditions including selection criteria etc. spelt out in the advertisement.
- 6- In case of cancellation/postponement of test for the aforesaid posts, due to administrative reasons, this office shall not be responsible. However in the case of change of date of Test, notice will be displayed on the Notice Board of this office and on website "ecourts.gov.in" (Jalandhar Page).
- 7- **No T.A./D.A.** will be given to the candidates appearing for Computer Proficiency Test or any other reasons.

Sd/-
**District & Sessions Judge
Jalandhar**

Endst. No. **996-99 G/ E4(a)**

Dated **23.01.2017**

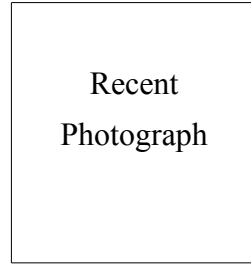
1. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications along with service record of retrenched/surplus officials, if any to this office on or before the date mentioned above.
2. The District Employment Officer, Employment Exchange Jalandhar, Nakodar, Phillaur for sending the list of eligible candidates by the last date mentioned above, along with details/ proof regarding their Professional & Educational Qualification for taking into consideration the same on merit basis. If proof regarding experience & Educational Qualification in respect of any Candidate sponsored by you is not enclosed then his/her candidature will not be considered.
3. All the Judicial Officers of this Sessions Division to display the notice on the notice board of their respective Courts.
4. Detailed Advertisement be displayed on the Website of this Sessions Division.

Sd/-
**District & Sessions Judge
Jalandhar**

**APPLICATION FOR THE POST OF CLERK / STENOGRAPHER
IN THE SESSIONS DIVISION, JALANDHAR**

To

**The District & Sessions Judge,
Jalandhar**



1. Name (in Block Letters) _____
2. Father/Husband's Name _____
3. Date of Birth _____
4. Communication Address _____

5. Permanent Address _____

6. Contact No. _____
7. Email Address _____
8. Category _____
(attach proof)

Educational Qualification (Matric onwards)

<i>Name of Examination</i>	<i>Board/ University</i>	<i>Year of passing</i>	<i>Marks secured</i>	<i>Total Marks</i>	<i>%age of marks</i>
Graduation					
Post-Graduation					
Other, if any					

NOTE: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER
CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY

9. Experience in Government Department

a) Name of the Department _____

b) Period of Service Rendered _____ Years _____ Months

Declaration:-

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

Signature of the Applicant