

**OFFICE OF M.M DHONCHAK, DISTRICT AND SESSIONS JUDGE,
GURUGRAM.**

EMPLOYMENT ADVERTISEMENT

Applications are invited from the eligible candidates to fill up eighteen (18) [General - 10, SC - 3, BC(A) - 2, BC(B) - 2 and General (Ex. Serviceman) - 1] posts of Stenographers Grade-III on the consolidated pay of Rs.25,500/- (minimum of pay scale of Stenographer Grade-III) purely on *ad hoc* basis against the vacant posts of Stenographers Grade-III for a period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier. It is made clear that where no candidate of reserved category is available, then appointment shall be made from general category.

The requisite eligibility/qualification is as under:

QUALIFICATION

- (a) a person who possesses a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized university.
- (b) The candidate shall have to pass a test at a speed of 80 w.p.m. in English Shorthand and 20 w.p.m. in transcription of the same on computer. The candidate should have proficiency in operation of computers (word processing and spread sheets).

AGE LIMIT

No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 01.01.2020. Upper age limit is relaxable as per instructions of the Hon'ble High Court and as prescribed by the Haryana Government from time to time.

LAST DATE

The last date for receipt of the applications in the office of undersigned i.e., The District and Sessions Judge, near Rajiv Chowk, Gurugram, shall be **12.03.2020** by **05.00 p.m.** No application received thereafter shall be entertained in any case. Delay on the part of postal authorities shall not be a ground for entertaining the applications received after due date.

DATE OF EXAMINATION

The applicants who fulfill the aforesaid qualification for the post of Stenographer Grade-III on *ad hoc* basis will appear for shorthand test/computer proficiency test on the date and venue to be intimated later on the official website of this office, i.e., <https://districts.ecourts.gov.in/india/haryana/gurgaon/recruit> The applicants shall bring their original testimonials at the time of shorthand test/computer proficiency test. No separate call letters for the shorthand test/computer proficiency test shall be sent to the applicants.

The applications on plain paper with recent photograph of the candidate affixed thereon containing full particulars, i.e. name, father's/husband's name, date of birth, sex, educational qualification, category, permanent address, present postal address, contact/mobile number, e-mail ID, experience, if any, along with attested copies of relevant certificates besides one self addressed properly stamped envelope should reach this office either by registered/speed post or by hand well before the closing date, i.e. **12.03.2020**.


Incomplete applications and filed without photograph, envelopes and attested copies of relevant certificates shall be straightaway rejected without any information to the candidate.

No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after **12.03.2020**.

The meritorious candidates of the shorthand test will have to qualify proficiency test in operation of computers.

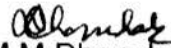
No TA/DA is admissible to any candidate appearing in the test for the post mentioned above.

Dated: 18.02.2020


(M.M. Dhonchak)
District and Sessions Judge,
Gurugram.

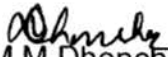
Endorsement No. 1487 Dated 18/02/20

The Regional Employment Officer, Gurugram and the Secretary, Zila Sainik Board, Gurugram, with the request to sponsor the names of the eligible candidates by 12.03.2020 positively, the last date fixed for receipt of the applications. List of candidates received after the due date shall not be considered in any case and they shall communicate the candidates whose names are sponsored.


(M.M. Dhonchak)
District and Sessions Judge,
Gurugram. 18.02.2020


Endorsement No. 1488 Dated 18/02/20

The Advertisement Manager, Dainik Pathak Paksh, 33-S, Model Town, Hisar and Dainik Mewat, Gurugram, with the request to publish the above advertisement in the daily news paper at the earliest, preferably on or before 20.02.2020.


(M.M. Dhonchak)
District and Sessions Judge,
Gurugram. 18.02.2020

Endorsement No. 1489 Dated 18/02/20

✓ The System Officer of this office for uploading the advertisement on the official website with immediate effect.


(M.M. Dhonchak)
District and Sessions Judge,
Gurugram. 18.02.2020

