

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, SONIPAT.

EMPLOYMENT NOTICE

Applications are invited from eligible candidates for **9 (nine) posts of Stenographer Grade-III on ad-hoc basis** in Sonipat Sessions Division (Judicial Courts at Sonipat, Gohana, Ganaur and Kharkhoda) in the basis pay of Rs. 25,500/- per month only, for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier. The essential eligibility, reservation of categories and age limit for these posts are as under:-

Eligibility: Appointment to the post of Stenographer Grade-III on adhoc basis shall be made from the candidates who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and pass a test at a speed of 80 words per minute in English shorthand and 20 words per minute in transcription of the same and having proficiency in operation of the computers (Word Processing and Spreadsheet).

Reservation of Categories

General	BCA	SC/ST	Total
7	1	1	9

Age Limit: 18 years to 42 years as on 01.01.2021. Relaxation as fixed by the Government of Haryana from time to time.

LAST DATE FOR SUBMISSION OF APPLICATION AND RELATED INFORMATION

The last date for submission of applications in the office of District and Sessions Judge, District Courts, Sonipat, is **06.09.2021 till 05:00 p.m.** by all modes (through postal department/courier services or by-hand). Applications of the candidates should contain name of post applied for, name of the applicant, father's name, date of birth, educational qualification, gender, category, experience (if any), present postal address with contact numbers, permanent address, e-mail ID etc. One latest passport size coloured photograph must be affixed on the application form and self-attested photocopies of educational documents and other documents such as AADHAAR Card and certificates regarding category,

experience etc. must be attached with the application form. The incomplete application forms shall be straightway rejected without any information to the candidates.

The applicants may send their applications by post, courier services or submit the same by hand in the office of undersigned on each working day from 10:00 a.m. to 05:00 p.m up to 06.09.2021. It is made clear that the applications received after due date shall not be entertained in any manner and delay on the part of postal/courier services or otherwise shall not be the ground for entertaining the applications received after due date.

Willing candidates working in Government/Semi-Government/Corporations/Boards are directed to submit their applications through proper channel.

SCHEDULE FOR STENOGRAPHY TEST

Schedule for stenography test for the post of Stenographer Grade-III on adhoc basis shall be uploaded on **15.09.2021** on the website of this office i.e. **<https://districts.ecourts.gov.in/sonipat>** and the same shall also be affixed on the notice board of this office same day. All the candidates applying for the aforesaid posts are directed either to visit the above noted website on 15.09.2020 or to see the notice board of this office personally to note-down schedule of the stenographer test. No separate call letter will be sent and no T.A./D.A. will be paid to the candidates for appearing in the stenography test. It is also made clear that the number of vacancies may be increased or decreased with or without prior notice, as per requirement.

Dated, August 19, 2021.

Sd/-
(Subhas Mehla)
District and Sessions Judge,
Sonipat