

OFFICE OF THE DISTRICT & SESSIONS JUDGE, FEROZEPUR

PUBLIC NOTICE

Applications, on the prescribed proforma given below, with complete Bio data alongwith copies of relevant testimonials i.e. proof of qualification, category belongs to and two passport size photographs affixed out of which one should be pasted on the right upper side of the application, are invited for the posts of **07 Stenographer Grade-III on Adhoc basis, One Photostat Machine Operator and One Clerk on Contractual basis** on the following posts, whichever is earlier, upto **5.00 P.M on 27.10.2017** as per detail given below:-

Sr. No.	Name of the post	Number of Post	Pay	Minimum Qualification	Age as on 01.01.2017
1	Stenographer Grade-III on Adhoc basis for a period of six months or till regular appointment are made by the Hon'ble High Court	Total-07 ESM-2 SC-2 SC(ESM)-1 Freedom Fighter-01 PHC-01	Fixed monthly emoluments in the pay scale of Rs.5910-20200+2800 GP as per Punjab Govt. letter No.7/204/2012-4FP1/66 dated 15.01.2015 read with Punjab Govt. letter No.7/204/2012-4FP1/1049 dated 21.12.2015 subject to increase or decrease on account of DC/Labour rates.	B.A. Or B.Sc or equivalent thereto from a recognized University with minimum speed of 80 W.P.M in English Shorthand & 20 W.P.M. In transcription of the same and having proficiency in operation of computers, Word Processing and Spread Sheet and He/She should have passed matriculation examination with Punjabi as one of the subject.	18 to 37 years as on 01.01.2017. Relaxation of age will be given to the candidate of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.
2	Clerk on contractual basis for Mediation & Conciliation Centre, Ferozepur	Total-01	At the rates fixed by The Hon'ble Mediation and Conciliation Committee of Punjab and Haryana High Court, Chandigarh or at Deputy Commissioner rates fixed time to time whichever is higher.	B.A. Or B.Sc or equivalent thereto from a recognized University with knowledge of Computer and He/She should have passed matriculation examination with Punjabi as one of the subject.	-do-
3	Photostat Machine Operator on contractual basis for Record Room Sessions Court, Ferozepur	Total-01	D.C rates	Middle Pass and should have knowledge of Punjabi upto Middle Standard	-do-

Note:- Last Date of Application:- 27.10.2017 upto 5.00 P.M.

1. Candidates are required to fill the **separate application forms for each post.**
2. The incomplete application and those received after 5.00 P.M. on due date i.e. 27.10.2017 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 post, the 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 erroneously appointed such candidate shall be removed from the service.
4. All the candidate applying for the post of stenographer Grade-III on adhoc basis, will appear alongwith their original testimonial in the office of undersigned on the date fixed for the test of **ENGLISH SHORTHAND** with the speed of 80 W.P.M. and 20 W.P.M. In Transcription of the same and **COMPUTER PROFICIENCY TEST (WORD PROCESSING AND SPREAD SHEET)**. No TA/DA will be paid to the candidate for the said purpose.
5. All the candidate applying for the post of Clerk for Mediation & Conciliation Centre, Ferozepur on contractual basis, will appear alongwith their original testimonial in the office of undersigned on the date fixed for Computer Proficiency Test and Interview. No TA/DA will be paid to the candidate for the said purpose.
6. All the candidate applying for the post of Photostat Machine Operator on contractual basis, will appear alongwith their original testimonial in the office of undersigned on the date fixed for Interview. No TA/DA will be paid to the candidate for the said purpose.
7. Number of above said posts, may be increased or decreased due to administrative exigencies. In case of cancellation/postponement of the test for due to administrative reasons, this office shall not be responsible.
8. The posts of reserve category will be offered to the candidate of General category, if no suitable candidate from the reserve category is found eligible.
9. All candidates must mention their contact number and e-mail Ids in the applications.

DATE AND VENUE OF TEST OF ENGLISH SHORTHAND & COMPUTER PROFICIENCY TEST (WORD PROCESSING AND SPREAD SHEET) FOR STENOGRAPHER GRADE-III.

- > The Candidates whose names start with alphabets **A to P** will appear for test/interaction on **06.11.2017 at 9:30AM. at Conference Hall of New Judicial Court Complex, Ferozepur.**
- > The Candidates whose names start with alphabets **Q to Z** will appear for test/interaction on **07.11.2017 at 9:30AM. at Conference Hall of New Judicial Court Complex, Ferozepur.**

DATE AND VENUE FOR COMPUTER PROFICIENCY TEST/INTERVIEW OF CLERK:-

- > The Candidates whose names start with alphabets **A to P** will appear for test/interaction on **08.11.2017 at 9:30AM. at Conference Hall of New Judicial Court Complex, Ferozepur.**
- > The Candidates whose names start with alphabets **Q to Z** will appear for test/interaction on **09.11.2017 at 9:30AM. at Conference Hall of New Judicial Court Complex, Ferozepur.**

DATE AND VENUE FOR INTERVIEW OF PHOTOSTAT MACHINE OPERATOR:-

- > The Candidates will appear for Test/interaction on **10.11.2017 at 9:30AM.at Conference Hall of New Judicial Court Complex, Ferozepur.**
- > The Candidates will solely be responsible to appear in the test and the date fixed in the office of undersigned. **No separate information in this regard will be sent to the candidates.**

Sd/-

(S.K.Aggarwal),
District & Sessions Judge,
Ferozepur.

Dated **16.10.2017**

Endst.no. **9996/EB**

Copy forwarded to :-

1. All the District & Sessions Judges in the State of Punjab with the request to obtain and send the applications alongwith service record of retrenched/surplus Stenographer Gr.III/Clerk if any to this office on or before 27.10.2017.
2. The District Employment Generation and Training Officer, Ferozepur, for sending the list of eligible candidates to this office, on or before 27.10.2017
3. All the Judicial Officers posted in Ferozepur Sessions Division to get the notice displayed on the notice board of their respective Court and copy be also given to Daftri of this office for similar compliance.
4. System Officer/System Assistant of this office to upload the same on the official website.
5. The Manager, The Tribune, Chandigarh, for publishing the same in the newspaper and sending the bill alongwith copy of advertisement to this office, for payment.

Sd/-

(S.K.Aggarwal),
District & Sessions Judge,
Ferozepur.