

OFFICE OF THE DISTRICT & SESSIONS JUDGE, SRI MUKTSAR SAHIB

(Telephone No. 01633-261472)

PUBLIC NOTICE

Applications are invited for the posts of Clerk and Stenographer Grade-III/ Steno-typist on Adhoc basis initially for a period of six months or till the regular appointment is made by the Hon'ble High Court within six months against the said post whichever is earlier, on consolidated salary. The applications should be submitted strictly on the proforma enclosed herewith along-with attested copies of relevant testimonials, three recent passport size photographs, out of which one should be pasted on the application form. Last date and time for receipt of applications in this office is 10.08.2021 upto 05:00 PM. The qualification, Pay and other criteria to fill up these posts, are as under :-

S.No	Name of the Posts	No. of Posts	Pay	Qualification	Age as on 01.01.2021
1.	Clerk (Adhoc basis)	Total = 15 (General=7, SC (M&B)=2, SC (Others)=2, BC=1, ESM=2, PH(low vision)=1	Consolidated salary as per Punjab Govt. letter No. 7/204/2012-4FP1/66 dated 15.01.2015 and 07/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time.	The Candidate should possess a degree 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 operation of Computers	18 to 37 years as on 01.01.2021 with the relaxation in age to the reserved categories as per rules.
2.	Stenographers Grade-III/ Steno-typist	Total = 03 (General =2, SC(M&B)= 01	Consolidated salary as per Punjab Govt. letter No. 7/204/2012-4FP1/66 dated 15.01.2015 and 07/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time.	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 W.P.M in English shorthand and 20 W.P.M in Transcription of the same and have proficiency in computers : (Word Processing and Spread Sheets)	18 to 37 years as on 01.01.2021 with the relaxation in age to the reserved categories as per rules.

For the Post of Clerk the following Selection Criteria will be adopted

The candidates shall have to take a written examination in the following subjects :-

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

Note: No candidate shall be considered for appointment as a Clerk unless he obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers.


For the Post of Stenographer Grade-III/ Stenotypist the following Qualifying Criteria will be adopted

The candidate should pass a test at a speed of 80 W.P.M in English Shorthand and 20 W.P.M in Transcription of the same and have proficiency in computers (Word Processing and Spread Sheets).

Venue and Schedule of test will be notified later on at the official website of this office i.e. <https://districts.ecourts.gov.in/muktsar>.

No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

1. The number of above said posts may be increased or decreased due to administrative exigencies. In case of any administrative reasons arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on official website of this office i.e. <https://districts.ecourts.gov.in/muktsar>
2. 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.
3. The incomplete and incorrect application form which are not in prescribed proforma shall be rejected summarily without any notice and those received after 05:00 PM of due date i.e. 10.08.2021 shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
4. In case any of the candidate is to apply for more than one post he/ she will have to submit separate application for each of the post completing all the requirements.
5. Only Schedule caste, BC/ OBC, Ex-Serviceman candidates of Punjab domicile are eligible for seeking benefit of reservation.
6. Application on prescribed proforma (as available on official website) should be legibly filled up in CAPITAL LETTERS with complete particulars along-with contact number, Email Id. Candidate has to send the signed application form along-with all required/ supporting documents. Application sent by post in an envelope must be mentioned "APPLICATION FOR THE POST OF CLERK OR STENOGRAPHER"
7. The candidates are required to bring one photo identity proof on the day of the test. Otherwise the candidate will not be allowed to appear in the test.
8. The candidates shall wear masks throughout the process of his/her test. Further the candidates will strictly adhere to the guidelines issued by the MHA, India, State Govt. and Hon'ble High Court viz-a-viz COVID-19.

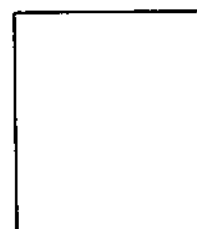

(Arunvir Vashista)
District and Sessions Judge.
Sri Muktsar Sahib

(PROFORMA)

OFFICE OF DISTRICT AND SESSIONS JUDGE, SRI MUKTSAR SAHIB

APPLICATION FOR THE POST OF _____ (ON ADHOC BASIS)

1. Name (in Block Letters) : _____
2. Father's Name : _____
3. Date of Birth (Attach Proof) : _____
4. Age as on 1.1.2021 : _____
5. Category (attach Proof for Reserved Category) : _____
6. Nationality : _____
7. Communication Address : _____
8. Contact No. (Mandatory) : _____
9. Email Address : _____
10. Whether passed Matriculation Examination with Punjab as one of the subject : _____
12. Education Qualification



Name of the Examination	Board/ University	Year of Passing	Marks secured	Total Marks	% age of marks
Matriculation					
Graduation					
Post-Graduation					

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certify 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 and I shall appear for the Written Test/ Computer Proficiency Test at my own responsibility.

Place _____
Date _____

(Signature of the applicant)