

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, FEROZEPUR.

PUBLIC NOTICE

Applications, on the prescribed proforma given below, with complete Bio data alongwith attested 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 **37 (Thirty seven) posts of Clerks, 09 (Nine) posts of Stenographer Grade-III and 02 (Two) posts of Driver on Adhoc basis,** for a period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier, upto **5.00 P.M on 03.11.2021** as per detail given below:--

Sr. No.	Name of the post	Number of Post	Pay	Minimum Qualification	Age as on 01.01.2021
1	Clerk on Adhoc basis	Total-37 GEN. -17 ESM-04 BC-04 SC-06 BC(ESM)-01 SC(ESM)-01 PHC-02 Sportsman-01 SC(Sportsman)-01	Fixed monthly emoluments in the pay scale of Rs.10300-34800+ GP 3200/- 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 or as admissible from time to time as per DC rates.	A degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and passed matriculation examination with Punjabi as one of the subject. He/she should have proficiency in operation of computer.	18 to 37 years as on 01.01.2021. 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	Stenographer Grade-III	Total-09 GEN-04 SC-03 BC-01 ESM-01	Fixed monthly emoluments in the pay scale of Rs.10300-34800+ GP 3600/- 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 or as admissible from time to time as per DC rates.	A degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University with minimum speed of 80 W.P.M. in English Shorthand and 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. 1) Middle Pass with	18 to 37 years as on 01.01.2021. 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.

Sr. No.	Name of the post	Number of Post	Pay	Minimum Qualification	Age as on 01.01.2021
3.	Driver	<u>Total-02</u> GEN-01 SC-01	Fixed monthly emoluments in the pay scale of 5910-20200/-+ GP 2400/- as per Punjab govt. letter No.7/204/2012-4FPI/66 dated 15.10.2015 read with Punjab Govt. letter No.7/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time as per DC rates.	Punjabi/Hindi as one of the subject. 2) He/she should possess a valid license for L.T.V. 3) He/She should have not been convicted of any offence for negligent driving. 4) He/she should have a minimum of two years experience of driving of car.	on 01.01.2021. 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.

PROFORMA

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, FEROZEPUR.
APPLICATION FOR THE POST OF CLERK, STENOGRAPHER GRAD-III
AND DRIVER ON ADHOC BASIS.

1. Name (In Block Letter) : -----
2. Father's/Husband's Name : -----
3. Permanent Address : -----
4. Address for Correspondence : -----
5. Date of Birth : -----
6. Qualification : -----
7. Nationality : -----
8. **Detail of LTV Driving License**
 - i) Driving License No. : -----
 - ii) Date of issuance : -----
 - iii) Valid upto : -----
 - iv) Name of the issuing authority : -----
9. **Experience of car driving** : -----
10. Category : -----
11. List of document attached : -----
12. Telephone/Mobile No. : -----
13. E-mail ID : -----

Dated:-

(Signature of applicant)

Note:- Sr. No. 8 and 9 are related to the post of Driver.

Proforma of application forms for each posts are also available on the official website of this office i.e. <https://districts.ecourts.gov.in/ferozepur>.

Note:-Last Date of Application:- 03.11.2021 upto 5.00 P.M.

1. Candidates are required to fill the **separate application form for each post**.
2. The incomplete applications and those received after **5.00 P.M.** on due date i.e. **03.11.2021** shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.
3. Before applying the 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. Number of above said posts, may be increased or decreased due to administrative reasons. In case of **cancellation/postponement** of recruitment process due to administrative reasons, this office shall not be responsible.
5. 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 as per law whatever permissible.
6. All candidates must mentioned their **contact number and e-mail IDs** in the applications.
7. Venue and Schedule of test will be notified later on at the official website of this office i.e. <https://districts.ecourts.gov.in/ferozepur>. No separate letter will be issued. As such the candidates are advised to check the website in routine for future information.

(Kishore Kumar)
District and Sessions Judge,
Ferozepur.
Dated 18/10/2021

Endst.No. 7148 /EB

Copy forwarded to :-

1. All the District and Sessions Judges in the State of Punjab with the request to obtain and send the applications alongwith service record of retrenched/surplus Clerk, Stenographer Grade-III and Driver, if any to this office on or before **03.11.2021**.
2. The District Employment Generation and Training Officer, Ferozepur, for sending the list of eligible candidates to this office, on or before **03.11.2021**.
3. All the Judicial Officers posted in Ferozepur Sessions Division with the request to get the notice displayed on the Notice Board of their respective Courts and copy be also given to Daftri of this office for similar compliance.
4. System Assistant of this office to upload the same on the official website of this Court/office.
5. The Manager, Uttam Hindu, Jalandhar, for publishing the same in the newspaper on **19.10.2021** and sending the bill alongwith copy of advertisement to this office, for payment.

(Kishore Kumar)
District and Sessions Judge,
Ferozepur.