

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SANGRUR**

**(Telephone no.01672-234040)**

**PUBLIC APPOINTMENT NOTICE**

Applications on prescribed proforma are invited along with self attested copies of testimonials and two recent passport size photographs duly signed by the candidate with complete bio-data up to **26<sup>th</sup> October, 2021 by 5:00 PM** for filling up the following vacant posts of Stenographer Grade III on ad-hoc basis and Peons and Sweepers on regular basis (Group D employees). The qualification and other criteria to fill up these posts are as under:-

<b>Post</b>	<b>No. of posts</b>	<b>Pay Scale</b>	<b>Qualification</b>	<b>Age limit (Age as on 01.01.2021)</b>
<b>Stenographer Gr III (On ad-hoc basis) for a period of six months or till regular appointments are made by Hon'ble High Court, whichever is earlier.</b>	<b>Total= 07</b> 06- General 01- SC Others	Consolidated monthly salary in the pay scale of Rs.10300-34800 +3600/- Grade Pay as per Punjab Govt. Letter No. 7/204/2012- 4FP1/66 dated 15.01.2015 or as admissible from time to time	Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognised University with Punjabi as one of the subjects in Matriculation. The candidate will have to qualify the test of taking dictation in English Shorthand at the speed of 80 W.P.M and transcribe the same on computer typing at the speed of 20 W.P.M and having proficiency in the operation of computer.	The candidate should be between 18 to 37 years of age as on 01.01.2021 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.

<b>Peon (includes Orderly, Mali &amp; Chowkidar etc.)</b>	<b>Total = 10</b> 01-Physically handicapped 02-ESM (General) 01-SC Mazhbi 02- General 01-SC Others 02-ESM(SC) 01-ESM(BC)	Fixed monthly emoluments in the pay scale of Rs.4900- 10680+1650/- Grade Pay as per Punjab Government instructions issued vide letter no. 7/204/2012- 4FP1/66 dated 15.01.2015 or as admissible from time to time	The candidate should have knowledge of Punjabi language up to middle standard	The candidate should be between 18 to 35 years of age as on 01.01.2021 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.
<b>Sweeper</b>	<b>Total = 05</b> 04- General 01-SC Others	Fixed monthly emoluments in the pay scale of Rs.4900- 10680+1650/- as per Punjab Government instructions issued vide letter no. 7/204/2012- 4FP1/66 dated 15.01.2015 or as admissible from time to time	The candidate should have knowledge of Punjabi language up to middle standard	The candidate should be between 18 to 35 years of age as on 01.01.2021 for General Category. The relaxation of age will be given to the candidates belonging to reserve category, as per instructions of the Hon'ble High Court as well as Punjab Government.

(PROFORMA)

**OFFICE OF DISTRICT & SESSIONS JUDGE, SANGRUR**

**APPLICATION FOR THE POST OF \_\_\_\_\_**

(Note:-Name of the post applied for, must be filled otherwise the application would be considered as disqualified)

Recent Passport Size Photograph
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1. Name : \_\_\_\_\_  
(To be filled in Capital Letters)
2. Father/Husband's name : \_\_\_\_\_  
(To be filled in Capital Letters)
3. Date of Birth (Attach Proof) : \_\_\_\_\_
4. Age as on 01.01.2021 : \_\_\_ Years \_\_\_ Months \_\_\_ Days
5. Educational Qualification: \_\_\_\_\_  
(Attach Proof)
6. Category (Attach Proof) : \_\_\_\_\_  
(Gen./SC/BC/OBC/ESM etc.)
7. Permanent Address : \_\_\_\_\_

8. Correspondence Address : \_\_\_\_\_  
9. Nationality : \_\_\_\_\_  
10. Experience, if any : \_\_\_\_\_  
11. Telephone/Mobile No. : \_\_\_\_\_

Enclosures:

Date:  
Place:

Signature of applicant

**NOTE/INSTRUCTIONS**

**FOR THE POST OF STENOGRAPHER ON AD-HOC BASIS:**

1. The candidates who had already applied for the post of Stenographer on ad-hoc basis in view of this office notice dated 30.01.2020 and published in daily newspaper "Charhdikala" dated 31.01.2020, needs not to apply again, as their applications shall also be scrutinized for the process of filling up the post of Stenographer on ad-hoc basis.
2. Venue and schedule of test/interview shall be notified on or after 02.11.2021 on the website of this office i.e <https://districts.ecourts.gov.in/india/punjab/sangrur/recruit> from time to time. No separate information/letter will be issued for the same, as such the candidates are requested to check the website of this office in routine for further information.

**FOR THE POST OF PEON AND SWEEPER:**

1. **Interview for the post of Peon** will be conducted as per following schedule. The candidates appearing for the post of Peon shall bring their original testimonials and proof of reserved category, if any, at the time of interview.

<b>ALPHABETS</b>	<b>DATE OF INTERVIEW</b>
A to J	08.11.2021 (Monday)
K to R	09.11.2021 (Tuesday)
S to Z	10.11.2021 (Wednesday)

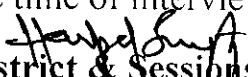
2. **Interview for the post of Sweeper** will be conducted as per following schedule. The candidates appearing for the post of Sweeper shall bring their original testimonials and proof of reserved category, if any, at the time of interview.

<b>ALPHABETS</b>	<b>DATE OF INTERVIEW</b>
A to M	11.11.2021 (Thursday)
N to Z	12.11.2021 (Friday)

3. The candidates should reach the office of the undersigned at 10:00 AM and report to the Superintendent of this office.


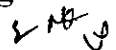
**GENERAL INSTRUCTIONS FOR ALL CANDIDATES:**

1. The incomplete applications and applications received after 5:00 p.m either by post on due date i.e 26.10.2021 shall be rejected, without assigning any reason. This office shall not be responsible for any postal delay or wrong delivery, whatsoever.
2. A candidate desirous to apply for more than one post will have to submit separate application form for each post. Single application for all the posts will not be considered for any post.
3. The forms which are wrongly filled up or incomplete information will be summarily rejected. No correspondence in this regard will be made by this office.
4. Number of above-said posts may increase or decrease on both sides.
5. If no suitable candidate is available for the reserved category posts, then the reserved post will be filled up from amongst General Category candidates.
6. If suitable Ex-servicemen of Punjab are not available only then dependents of Ex-servicemen of Punjab will be considered against the reserved vacancies of Ex-servicemen.
7. In case of cancellation/postponement of interview for the aforesaid posts, due to administrative reasons, this office shall not be responsible.
8. Merely satisfying the eligibility criteria do not entitle any candidate to be selected. This office reserve the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.
9. Candidate belonging to reserve category will have to attach a copy of certificate issued by the authorities concerned along with the application failing which his/her application shall be treated in General Category.
10. The application form should be addressed to the office of learned District & Sessions Judge, Sangrur. The application form is also available on the website of this office.
11. No T.A/D.A will be given to the candidates appearing for the test/interview.
12. The candidates are requested to visit official website of this Sessions Division time to time for updation in this regard.
13. The candidates are requested to adhere the instructions issued by the Govt. of India/Punjab Government from time to time regarding social distancing, wearing of safety equipments etc. in view of the prevailing situation novel Covid-19 at the time of interview/test.

  
District & Sessions Judge,  
Sangrur

Endorsement No. 6930/EB dated 06/10/2021

1. The Registrar General, Hon'ble High Court of Punjab & Haryana, Chandigarh for information.
2. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications along with service record of retrenched/surplus officials, if any to this office on or before **26.10.2021**.
3. The Director, Employment Generation and Training Bureau, Sangrur and Malerkotla for information and with the request to send the names of eligible candidates to this office till **26.10.2021** up to **5:00 PM**.
4. All the Judicial Officers posted in this Sessions Division to get the notice displayed on the notice board of their respective courts.
5. Daftri of this office to display the notice on the Notice Board of this office.
6. The Manager, "Charhdikala Newspaper" Patiala, for publishing this notice in the newspaper on 07.10.2021 and sending the bill along with copy of advertisement to this office for payment.

  
District & Sessions Judge,  
Sangrur  


(PROFORMA)

OFFICE OF DISTRICT & SESSIONS JUDGE, SANGRUR

APPLICATION FOR THE POST OF \_\_\_\_\_

(Note:-Name of the post applied for, must be filled otherwise the application would be considered as disqualified)

Recent  
passport size  
photograph

1. Name : \_\_\_\_\_  
(To be filled in Capital Letters)
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(To be filled in Capital Letters)
3. Date of Birth (Attach Proof) : \_\_\_\_\_
4. Age as on 01.01.2021 : \_\_\_ Years \_\_\_ Months \_\_\_ Days
5. Educational Qualification: \_\_\_\_\_  
(Attach Proof)
6. Category (Attach Proof) : \_\_\_\_\_  
(Gen./SC/BC/OBC/ESM etc.)
7. Permanent Address : \_\_\_\_\_  
: \_\_\_\_\_
8. Correspondence Address : \_\_\_\_\_  
: \_\_\_\_\_
9. Nationality : \_\_\_\_\_
10. Experience, if any : \_\_\_\_\_
11. Telephone/Mobile No. : \_\_\_\_\_

Enclosures:

Date:  
Place:

Signature of applicant