

## **OFFICE OF THE DISTRICT AND SESSIONS JUDGE, FATEHABAD**

### **NOTICE OF EMPLOYMENT**

Applications are invited to fill up 08 posts of Stenographer Grade-III (English) {04-General, 01- General (ESM), 01-BC-A, 01-SC, 01- PwBD Lower Limb)} purely on adhoc basis against the vacant posts of Stenographer Grade-III, on the consolidated pay of Rs. 25,500/- per month i.e. minimum pay scale of the post of Stenographer Grade-III, as per Government of Haryana letter No. 16/36/ 2016-3GS-II dated 03.11.2017 duly adopted by Hon'ble High Court vide letter No. 209 Spl.E.II/VII.B.3 (Hy.) dated 20.02.2019, for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier. The total number of vacancies may increase/decrease due to creation/withdrawal of courts, adjustment of surplus staff or otherwise, during the selection process and no intimation in this regard will be issued separately.

The selection for the aforesaid posts shall be made strictly in accordance with amended Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 and as per explanation to Rule 7 (iii) of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Services), Rules 1997 Volume-I. Chapter 18-B, "Where no candidate of reserved category is available then appointment will be made from general category".

1. As per Rule 7 (vi) *ibid*, essential qualification for the post is:
  - (a) Candidates who possess a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized University.
  - (b) The candidates shall have to pass a test at a speed of 80 W.P.M in English Shorthand and 20 W.P.M in transcription of the same on Computer. The candidate should have proficiency in operation of computers (word processing and spread sheets)
2. AGE LIMIT: No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 01.01.2024, provided that relaxation in upper age limit is admissible to the reserved categories as per instructions of the Hon'ble High Court of Punjab and Haryana at Chandigarh and/or Haryana Government.
3. LAST DATE: The last date for receipt of the applications by post or by hand in the office of the undersigned i.e. The District and Sessions Judge, Fatehabad is 24.12.2024 upto 05:00 pm. Delay on the part of the postal or other authorities shall be no ground for entertaining the applications received after due date. Applications received after due date shall not be entertained in any manner and shall be refused straightway, without any further correspondence. Applications received through email shall not be entertained in any manner.
4. Application Form can be downloaded from the website of District Courts Fatehabad i.e. <https://fatehabad.dcourts.gov.in/notice-category/recruitments/>.

Candidates are advised to visit the website regularly after 24.12.2024, for updates related to further process of recruitment.

5. One latest passport size colored photograph duly attested from a Gazetted Officer must be affixed on the application form in the given space and self attested photocopies of the educational documents and certificates regarding category, experience etc. must be attached with the application form. The candidates are required to bring their proof of identity at the time of stenography test, failing which, he/she will not be allowed for test. Complete Application on the prescribed performa, in sealed envelope with superscript “APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III (ENGLISH) ON ADHOC BASIS” should reach either by post/courier or by hand well before the closing date at the following address:-

***“ The District and Sessions Judge”  
Fatehabad, Haryana.***

6. Incomplete applications, application without prescribed performa, without mentioning on the envelope i.e. “APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III (ENGLISH) ON ADHOC BASIS” and applications received without requisite documents shall be rejected straightway without assigning any reason whatsoever. No correspondence, whatsoever shall be entertained in respect of incomplete applications or those which are refused by this office for receipt after expiry of the last date i.e. 24.12.2024.
7. The decision of the Selection Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.
8. Candidates working in the Government Department, Semi Government/ any Corporation or any Board are required to apply through proper channel.
9. The candidates qualifying the short hand test will have to qualify proficiency test in operation of computers (word processing and spread sheets).
10. No TA/DA is admissible to any candidate appearing in the test(s) for the posts mentioned above.
11. No separate call letters for the short hand/type test shall be issued.

NOTE:

1. The schedule of shorthand/type test shall be uploaded in due course on the official website i.e. <https://fatehabad.dcourts.gov.in/notice-category/recruitments>.

-SD-

District & Sessions Judge,  
Fatehabad (09.12.2024)

**APPLICATION FORM FOR THE POST OF STENOGRAPHER GRADE-III  
PURELY ON ADHOC/CONTRACT BASIS.**

To  
The District & Sessions Judge  
Fatehabad

Affix Latest passport  
size colour  
photograph of the  
candidate attested by  
a Gazetted Officer

**Subject:- Application for the post of Stenographer  
Grade-III purely on Adhoc/Contract basis.**

Name of Candidate	:	_____			
Father's / Husband's Name	:	_____			
Date of Birth	:	_____			
Age as on 01.01.2024	:	_____			
Sex(Male/Female)	:	_____			
Nationality	:	_____			
Permanent Address	:	_____			
Correspondence Address	:	_____			
Category (caste)	:	_____			
Academic Qualification	:	_____			
Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
10th/Matric					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					
Experience (if any)	:	_____			
Contact/Mobile Number	:	_____			
E-mail I.D. (if any)	:	_____			

**Note:-Attach self-attested photocopy of all relevant documents.**

I, \_\_\_\_\_ son/daughter/wife of Shri. \_\_\_\_\_,  
hereby declare that the information given above and in the attached documents is  
true and correct to the best of my knowledge and belief and nothing has been  
concealed therein. I understand that if the information given by me is found false/not  
true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

**Candidate)**

**(Signature of**