

**OFFICE OF THE DISTRICT & SESSIONS JUDGE , FAZILKA.**

**PUBLIC NOTICE**

Applications, on prescribed proforma, given below, with complete Bio-data along with self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belongs to, contact number, two passport size photographs out of which one should be pasted on the right upper side of the prescribed proforma, are invited for **Twelve (12) posts of Stenographers/Steno-Typist** and **one (01) post of Driver** on adhoc basis for a period of six months or till regular appointments are made against the said posts, whichever is earlier, **27.10.2021 at 5.00 P.M.**

Sr. No	Post	No.of Posts	Pay	Qualification	Age
1	Stenographers/ Steno-Typist	12	Consolidated salary as per Punjab Govt. letters No. 7/204/2012 - 4FP1/66 dated 15.01.2015 & 7/204/2012-4FP1/1049 dated 21.12.2015, subject to increase or decrease on account of revision of DC Rates	A degree of Bachelor of Arts or Science or its 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 having proficiency in operation of computers (Word processing and spread Sheet)	18 to 37 years as on 01.01.2021 with the relaxation in age to the reserved categories as per rules.
2	Driver	01		1. Middle Pass with Punjabi/Hindi as one of the subject. 2. He/She should possess a valid licence for L.T.V. 3. He/She should not have been convicted of any offence for negligent driving and should have a minimum of two years experience of driving of car.	

**(PROFORMA)**

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

APPLICATION FOR THE POST OF **STENOGRAPHERS/DRIVER**  
**(adhoc basis)**

CATEGORY : \_\_\_\_\_

1. Application for the Post : \_\_\_\_\_
2. Name (In Block Letters) : \_\_\_\_\_
3. Father /Husband Name : \_\_\_\_\_

4. Permanent Address : \_\_\_\_\_  
 \_\_\_\_\_
5. Correspondence Address : \_\_\_\_\_  
 \_\_\_\_\_
6. Date of Birth : \_\_\_\_\_
7. Qualification : \_\_\_\_\_
8. Nationality : \_\_\_\_\_
9. Experience, if any : \_\_\_\_\_
10. Details of LTV Driving Licence  
 (for the post of Driver)
- i) Driving Licence No. : \_\_\_\_\_
- ii) Date of issuance : \_\_\_\_\_
- iii) Valid upto : \_\_\_\_\_
- iv) Name of the issuing Authority: \_\_\_\_\_
11. Experience of Car Driving : \_\_\_\_\_
10. Special aptitude, if any : \_\_\_\_\_
11. List of documents attached: \_\_\_\_\_  
 \_\_\_\_\_
12. Telephone/Mobile No. : \_\_\_\_\_
13. E-mail ID : \_\_\_\_\_

Dated:-

\_\_\_\_\_  
**Signature of the applicant**

Note: **Last date of submission of Applications: 27.10.2021 upto 5.00 P.M.**

1. **The test for the post of Stenographers/Steno-typist** will be held in the office of undersigned as per following schedule:-

Alphabets	Date
A to M	15.11.2021
N to Z	16.11.2021

2. **The test/interview for the post of Driver** will be held in the office of undersigned **on 17.11.2021.**

All the candidates should report at their destination on the date fixed above for test/interview at 10.00 A.M sharp.

3. The incomplete applications and those received after 5.00 P.M. on due date i.e. 27.10.2021 shall be rejected, without assigning any reason. This office will not be responsible for any postal delay or wrong delivery, whatsoever.

4. Before applying for the post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications of candidates who are not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed such candidate shall be removed from the service.

5. All the candidates will appear along with their original testimonials in the office of undersigned on the date fixed for interview. No TA/DA will be paid to the candidate for the said purpose.
6. Number of above said posts, may be increased or decreased due to administrative exigency. In case of any administrative reasons arising later on, the test/interview for the aforesaid posts can be cancelled/postponed and this office will not be responsible.
7. 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 wherever permissible.
8. All candidates must mention their contact number and e-mail Ids in the applications.

**Prescribed proforma of application form is also available on the official website of this office i.e. “<https://districts.ecourts.gov.in/fazilka>”. The candidates will be solely responsible to appear in the interview. No separate information in this regard will be sent to the candidates.**

SD/-  
(Tarsem Mangla),  
District & Sessions Judge,  
Fazilka.

Endst.No. 5556 /EB      Dated 11-10-2021

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab with request to get notice displayed on the notice boards of their respective Sessions Divisions.
2. The District Employment Generation and Training Officer, Fazilka, for sending the list of eligible candidates to this office on or before 27.10.2021.
3. All the Judicial Officers posted in Fazilka Sessions Division 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 Officer/System Assistant of this office to upload the same on the official website of this office.

SD/-  
(Tarsem Mangla),  
District & Sessions Judge,  
Fazilka.