

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, BHIWANI

NOTICE OF EMPLOYMENT

Applications are invited to fill up **13 posts of Stenographer Grade-III (English) (which includes 12 number of anticipated posts) (06-General, 01-General (ESM), 02-BC-A, 01-BC-B, 03-SC) 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. However, the offer of appointment to the **12 (twelve)** selected candidates (against anticipated posts) would be issued only on joining of newly appointed Judicial Magistrates, in the month of February-2024. The total number of vacancies may decrease due to 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 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 01.01.2023, 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, Bhiwani

is **15.12.2023 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 Bhiwani i.e. <https://bhiwani.dcourts.gov.in/notice-category/recruitments/>. Candidates are advised to visit the website regularly after 15.12.2023, 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.
6. Incomplete applications or 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. 15.12.2023.
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://bhiwani.dcourts.gov.in/notice-category/recruitments/>.**

Dated: 24.11.2023

**Sd/-
(Deepak Aggarwal),
District and Sessions Judge,
Bhiwani.**

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

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

To
The District & Sessions Judge
Bhiwani.

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 01.01.2023 | : | _____ |
| 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:.....

(Signature of Candidate)