

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, NARNAUL

ADVERTISEMENT NOTICE

Applications are invited for **08 (Eight)** posts of Stenographer Gr.III (English) on adhoc basis i.e. **2 (two)** posts of Stenographer Gr-III against the post of Stenographer Gr-II, on adhoc basis, for a period of six months or till Stenographer Gr.III become eligible for promotion and **06 (six)** posts of Stenographer Gr-III 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 on consolidated pay of ₹25,500/- (minimum of pay scale of Stenographer Gr.III). The number of posts may increase or decrease due to creation or withdrawal of courts or otherwise.

QUALIFICATION

- (a) A person who possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University.
- (b) The candidate shall have to pass a test at a speed of 80 WPM in English Shorthand and 20 WPM in transcription of the same on computer. The candidate should have proficiency in operation of computers (word processing and spread sheets)

AGE LIMIT

No person shall be recruited to the service if he is less than 18 years or is more than 42 years of age as on 01.01.2024. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by Haryana Government from time to time.

LAST DATE

The last date for receipt of applications in the office of District and Sessions Judge, Narnaul, shall be **18.03.2024 by 05:00 PM.** No application received thereafter shall be entertained in any case. Delay on the part of postal authorities shall not be a ground for entertaining the applications received after due date.

DATE AND PLACE OF TEST

The applicants who fulfill the aforesaid qualification for the post of Stenographer Grade-III on adhoc basis will appear for shorthand test/computer proficiency test on the date and venue to be intimated lateron on the official website of this office i.e. <https://narnaul.dcourts.gov.in/recruit>. The applicants shall bring their original testimonials at the time of shorthand test / computer proficiency test. No separate call letters for the shorthand test / computer proficiency test shall be sent to the applicants.

The applications on plain paper with recent passport size photograph of candidate affixed thereon containing full particulars i.e. name, father's/husband's name, date of birth, sex, educational qualification, category, permanent address, correspondence address, contact / mobile number(s), e-mail id, experience, if any, alongwith attested copies of the relevant certificates besides besides one self attested properly stamped envelope should reach this office either by registered post/speed post or by hand well before the closing date i.e. **18.03.2024 by 05:00 PM.**


The incomplete applications and filed without signature, photographs, envelopes and attested copies of the relevant certificates shall be straightway rejected without any information to the candidates.

No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after closing date.

The meritorious candidates of the shorthand test will have to qualify proficiency test in operation of computers.

No TA/DA is admissible to any candidate appearing in the test for the post mentioned above.

Dated : 01.03.2024


(Chairman)
Recruitment Committee,
Narnaul.

Endst: No. 1735-38 /

Dated 01.03.2024 /

Display on the notice board as well as official website of this office.

Copy forwarded to the following:-

1 The Employment Officer, District Employment Exchange, Narnaul and the Secretary, Zila Sainik Board, Narnaul for information and necessary action. They are directed to sponsor the names of the eligible candidates by **18.03.2024 by 05:00 PM** positively the last date fixed for receipt of the applications. List of the candidates received after due date shall not be considered in any way. They shall communicate the candidates whose names are sponsored.

2 The Advertisement Manager, The Tribune Trust (Publication), Sector – 29, Chandigarh and the Advertisement Manager, Jagat Kranti (Hindi Newspaper), Om Nagar, Jind with the request to publish the above said advertisement in the daily Newspaper at the earliest, preferably on or before **04.03.2024**.


(Chairman)

Recruitment Committee,
Narnaul.