

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, FARIDABAD

EMPLOYMENT ADVERTISEMENT

Applications are invited from eligible candidates to fill up the following posts of Clerks and Stenographers Gr.III (English) (existing and anticipated vacancies of both posts) purely on **Adhoc basis** for a period of six months or till regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier:-

Sr. No.	Name of Posts	Number of Vacancies					Pay	
1.	Clerk	35 Posts					Consolidated salary of Rs.25,500/- per month	
		General	SC	BC-'A'	BC-'B'	PWD (a) blindness and low vision (b) deaf and hard of hearing		ESM of different categories
		12	06	04	03	02 (one of each category)		Gen.= 02 BC-'A'= 02 BC-'B'= 02 SC = 02

Sr. No.	Name of Posts	Number of Vacancies					Pay	
1.	Stenographer Gr.III	25 Posts					Consolidated salary of Rs.25,500/- per month	
		General	SC	BC-'A'	BC-'B'	PWD (a) blindness and low vision		ESM of different categories
		10	06	02	02	01		Gen.= 02 BC-'A'= 01 SC = 01

Note: The number of vacancies may increase or decrease due to creation or withdrawal of courts, retirements, promotions or otherwise during the selection process. No intimation in this regard will be issued separately.

Reservation will only be applicable to the candidates of Haryana State having Haryana domicile. Candidates of reserved category of other States/U.T. will be considered as a candidates of general category. Reservation policy as enforced at the time of selection would be considered and applicable; provided that in case of non-availability of suitable candidate of reserved category for the posts of Clerks and Stenographers Gr.III, the reserved posts shall be filled up from the suitable candidate(s) of general category.

Selection for the posts of Clerks and Stenographers Gr.III (adhoc basis) shall be made strictly in accordance with amended Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment & General Conditions of Service) Rules, 1997.

1. Essential Qualification:

The candidates for the posts of Clerks and Stenographers Gr.III, should possess a degree of Bachelor of Arts or Science or equivalent thereto from a recognized University. He/she should have passed matriculation examination with Hindi as one of the subject and must have proficiency in operation of Computer.

2. Age Limit (for all posts):

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. However, age relaxation for reserved posts shall be applicable as per reservation policies framed by Government of Haryana, from time to time.

3. Last Date:

Last date for receipt of applications shall be **12.02.2024** upto **05:00 P.M.**. Applications received thereafter shall not be entertained under any circumstances. Delay on the part of postal authorities shall not be a ground for entertaining applications received after due date.

4. Mode of selection for the post of Clerks

The candidates shall have to take a written examination in the following subjects:-

Sr.No.	Subject	Maximum Marks	Qualifying Marks
1.	English composition	50	33%
2.	General Knowledge	50	33%

Note: No candidate shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers.

5. Mode of selection for the post of Stenographers Gr.III

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 and have proficiency in computers (word processing spread sheets).

6. Date and Place of Examination/Test

The information qua date and place of examination/test shall be uploaded on the official website of District Courts, Faridabad i.e. <https://districts.ecourts.gov.in/faridabad> in due course. However, no separate letter/information in this regard shall be issued to the candidates. It shall be the responsibility of the candidates to keep themselves updated about the same by regularly visiting the official website of this office after last date of submission of applications.

7. **Separate Application for each post** on plain paper mentioning **name of the post applied for** affixing recent passport size photograph mentioning complete particulars i.e. Name, Father's/Husband's Name, Date of Birth, Gender, Caste, Educational Qualification, Experience, Permanent address, present postal address, Nationality, Contact Number along with attested copies of relevant certificates/documents should reach in the office of District and Sessions Judge, District Court Complex, Sector-12 Faridabad, either by registered post or by hand well before the closing date i.e. **12.02.2024 by 05:00 P.M.** Applications received through e-mail shall not be entertained.

8. Incomplete applications, such as without name of post applied for, date of birth, educational qualification, without photograph, without attested copies of relevant certificates, testimonials and received after due date or before the date of advertisement, shall be rejected out-rightly without any intimation to the candidates. However, rejection list would be uploaded on the website of this office.

9. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date or before the date of advertisement.

10. Candidates working in Government Department, Semi Government, any Corporation or any Boards are required to apply through proper channel.

11. Persons with Disabilities (PWD) while applying for the reserved post of Clerks and Stenographers Gr.III (adhoc basis) shall mention their category in their application form. The candidates of reserved category (BC-A, BC-B & SC, as the case may be) shall also annex self attested copy of their caste certificate alongwith their application forms.

12. No TA/DA is admissible to any candidates appearing in written test/stenography test/computer proficiency test for the posts mentioned above.

Dated:24.01.2024.

(Sandeep Garg),
District and Sessions Judge,
Faridabad. 