

OFFICE OF THE DISTRICT & SESSIONS JUDGE, MOGA.

Public Notice

Applications strictly in the enclosed prescribed proforma along with attested copies of the relevant testimonials, two recent passport size photographs, out of which one should be pasted on the application form are invited to fill up following vacant posts of Stenographer Grade-III on adhoc basis, for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier or till existence of post, on consolidated salary. Last date and time for receipt of application in this office is 23.04.2021 up to 05.00 P.M. The qualification, Pay and other criteria to fill up these posts is as under:-

Sr. No.	Post	No. of Posts	Scale	Qualification	Age
1.	Stenographer Grade-III (On Adhoc Basis)	Total: 8 Gen.: 6 SC: 1 BC: 1	Fixed Monthly emoluments of Rs. 10,830/- per month in the pay scale of Rs. 10300-34800+3600 Grade Pay, as per Punjab Government instructions issued vide letter No. 7/204/2012-4FPI/66 dated 15.01.2015 and further revised vide Punjab Government letter No. 7/204/2012-4FPI/1049 dated 21.12.2015 or as admissible from time to time.	The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and he/she shall have to qualify the test at a speed of 80 WPM in English Shorthand and 20 W.P.M. in Transcription of the same and have proficiency in computers (Word Processing and Spread Sheets).	The Age of candidate as on 01.01.2021 should be 18 to 37 years for General Category. Relaxation of age will be given to the candidates of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government.

Venue and schedule for the Shorthand and Computer Proficiency will be notified later on the website of this office i.e. '<http://districts.ecourts.gov.in/india/punjab/moga/notification>'. No separate letters/publication will be issued for the same; as such the candidates are advised to check the website in routine for further information.

Note:-

1. The number of posts mentioned above may be increased or decreased due to administrative exigencies. In case of any administrative reason arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. However, notice in this regard will be notified on the official website of this Office "<http://districts.ecourts.gov.in/moga>".
2. Preference will be given to candidate having experience of Judicial Department.
3. The posts of reserved category will be offered to the candidates of General category in case no suitable candidate from the reserved category is found available.

Contd.....2

4. Merely satisfying the eligibility criteria do not entitle a candidate to be selected. The undersigned/committee reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in this advertisement.
5. While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted in to percentage by the applicant himself/herself as per the criteria of the concerned board/university/ equivalent institution and copy of the said criteria should also be enclosed with the application form.
6. The incomplete and incorrect application form and those which are not in prescribed Performa shall be rejected summarily without any notice.
7. Applications received after 05.00 PM on 23.04.2021, either by post or otherwise shall not be entertained.
8. No TA/DA will be paid to the candidates appearing for the written examination/test.

Encls. Application Performa

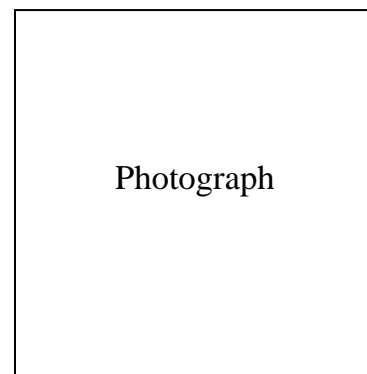
Sd/-
District & Sessions Judge,
Moga.

DISTRICT & SESSIONS JUDGE, MOGA

APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III (ON ADHOC BASIS)

1. Name (in Block Letters) _____
2. Father/Husband's Name _____
3. Date of Birth (Attach proof) _____
4. Age as on 01.01.2021 _____
5. Category (Attach proof for reserved category) _____
6. Nationality _____
7. Permanent Address _____

8. Contact No. _____
9. Email Address _____
10. Whether passed Matriculation Examination with Punjabi as One of the subject _____
11. Educational Qualification _____



Name of Examination	Board/University/Equivalent Institution	Year of Passing	Total Marks	Marks Secured	% age of marks
Graduation					
Post-Graduation					

12. Experience of Judicial Department, if any

Name of the Sessions Division	Post held	Period of Service		Total Experience
		From	To	

Note- Attach Experience certificate from the concerned Sessions Division

13. Any Other Experience _____

Declaration:

I have read the terms and conditions of the Advertisement and agree with the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing has been concealed therein and in any case, the information is found false, my candidature will be liable to be rejected and I shall appear for the Shorthand Test/Computer Proficiency Test at my own responsibility.

Dated:- _____

(Signatures)
(Full Name of the candidate)