

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, MEWAT.**

**EMPLOYMENT NOTICE**

Applications on plain paper furnishing particulars of the post applied for, Name; Father's name; Date of Birth; Present Address; Permanent Address; Qualification; whether belonging to SC/ST/BC and present employment, if any, contact number, are invited for two (02) posts of Stenographer Grade-III on ad-hoc basis in place of Stenographers Grade-II for six months or till the Stenographers Grade-III become eligible for promotion, whichever is earlier and four (04) posts of Stenographers Grade-III (against regular posts) on ad-hoc basis for a period of six months or till regular appointments are made by Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier i.e. Total six (06) posts (General-04, SC-01, BC(A)-1) on 50% of initial Pay (Pay in Pay band + Grade Pay + DA) of Fresh Entrant Regular Employee after 01.01.2006 or on the wages fixed by the Deputy Commissioner under the Minimum Wages Act, whichever is higher and six (06) posts of Peon (General-04, SC-01, BC(A)-01) in the pay scale of Rs.16900-53500/- (Level-DL), purely on temporary basis, so as to reach the office of undersigned by 03.01.2020 upto 5.00 PM. The number of posts may increase or decrease. Provided that where no candidate of reserved category is available then appointment shall be made from general category in the case of Stenographers Grade-III (ad-hoc basis).

**ESSENTIAL QUALIFICATION**

**Stenographers Grade-III** – The applicant should possess a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized University and must have proficiency in operation of computers (word processing and spread sheets). The applicant should fulfill the condition of qualification on the last date of receipt of applications.

**Peon** – The applicant must have passed Middle Standard Examination and possess knowledge of Hindi/Punjabi.

## **AGE LIMIT**

Applicant should not be less than 18 years and more than 42 years of age as on 01.01.2020. Relaxation in age to the reserved categories shall be as per Haryana Government instructions.

## **MODE OF SELECTION**

**Stenographers Grade-III-** The applicant shall have to pass a test of 80 w.p.m. in English shorthand and 20 w.p.m. in transcription of the same on computer. He/she shall also have to qualify computer proficiency test (word processing and spread sheets). Marks of proficiency test would not be counted towards the final merit as it is qualifying in nature. Select list will be prepared on the basis of merit.

**Peon** - The process of recruitment would involve selection through interview for evaluating personality, general aptitude and suitability for the post applied for etc.

## **DATE OF EXAMINATION/INTERVIEW**

**Stenographers Grade-III-** The applicants who fulfill the aforesaid qualification for the post of Stenographer Grade-III on ad-hoc basis will appear for shorthand test/computer proficiency test in Judicial Courts Complex, Mewat at Nuh on the date to be intimated later on the official website of this office i.e. <http://districts.ecourts.gov.in/mewat>. The applicants should bring their original testimonials at the time of shorthand/computer proficiency test. No separate call letters for the shorthand test/computer proficiency test shall be sent to the applicants.

**Peons-** The applicants are advised to appear for interview along with their original testimonials as per the following schedule and no separate intimation shall be given in this regard :

Applicants named with letters A to G	-	20.01.2020
Applicants named with letters H to M	-	21.01.2020
Applicants named with letters N to R	-	22.01.2020
Applicants named with letters S to Z	-	23.01.2020

The schedule above is subject to change depending upon the number of applicants with their names beginning with a particular letter. The interview shall start from 2.30 P.M. onwards.

#### **LAST DATE**

The last date for receipt of the applications shall be **03.01.2020**. No application received thereafter shall be entertained in any case. Delay on the part of postal authorities or otherwise shall not be ground for entertaining the applications received after due date. The incomplete applications shall be straightway rejected without any information to the candidate. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after **03.01.2020**.

#### **INSTRUCTIONS**

1. Applicants should attach attested copies of their testimonials with the application along with their latest passport size photograph duly attested, affixed on the application and two self addressed envelopes affixing thereon a stamp of Rs.5/- each.
2. Incomplete applications shall be rejected straightway without assigning any reason whatsoever. If on verification at any time before or after the said test/interview, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.
3. The candidates serving in Government/Semi-Government Departments, Corporations and Boards are required to route their applications 'Through Proper Channel'.
4. Applications should reach at below mentioned address by mentioning on top of envelope "APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON AD-HOC BASIS" OR "APPLICATION FOR THE POST OF PEON" as the case may be:-

**"The District and Sessions Judge,  
Judicial Courts Complex, Mewat at Nuh,  
Haryana, PIN-122107"**

5. No TA/DA will be paid to any applicant for appearing in shorthand test/computer proficiency test/interview.
6. On completion of process, the final result will be displayed on the official website of this office i.e. <http://districts.ecourts.gov.in/mewat>.