

**OFFICE ORDER:**

It is ordered that the Employment Notice for 10 (Ten) posts of Stenographer Grade-III on adhoc basis be notified on the Notice Board and uploaded on 14.02.2020 on the website i.e. <https://districts.ecourts.gov.in/panipat>, with immediate effect.

All concerned be informed accordingly.

  
District & Sessions Judge,  
Panipat.

Endst. No. 3462 / Dated 13-02-2020

Copy alongwith Employment Notice is forwarded to System Officer of this office with the direction to upload the same on 14.02.2020 on the website of District Courts, Panipat i.e. <https://districts.ecourts.gov.in/panipat>.

  
District & Sessions Judge,  
Panipat.

  
Superintendent  
Sessions Court  
Panipat  
13-02-2020

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

**EMPLOYMENT NOTICE**

Applications are invited for filling up 10 (Ten) posts of Stenographer Grade-III i.e. 05 (Five) posts of Stenographer Grade-III in place of Stenographer Grade-II purely on adhoc basis for a period of six months or till the Stenographer Grade-III become eligible for their promotion, whichever is earlier and 05 posts of Stenographer Grade-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 Rs.25500/- (i.e. initial pay in FPL-4) or revised by the Govt. of Haryana from time to time.

**Qualification:** The qualifications for the aforesaid posts shall be as under:-

1. A candidate who holds a degree of Bachelor of Arts or Bachelor of Commerce or Bachelor of Science or equivalent thereto from a recognized University and must have proficiency in operation of Computer (word processing and spread sheets).
2. A candidate must pass matriculation examination with Hindi or English as one of the subject.
3. A candidate should fulfill the condition of qualification as on 31.01.2020.

**Age Limit:** The minimum age limit of candidate for appointment to the aforesaid post shall be 18 years on 31.01.2020 and the upper age limit shall be in accore with the instructions of the

Haryana Government issued from time to time. In case the candidate belonging to SC/ST, Backward Class and Ex-Servicemen, the upper age limit shall be such, as has been fixed by the Haryana Government.

**Mode of Selection:**

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. The applicant shall have to qualify Computer Proficiency Test (work 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.

**Last Date:**


The applications should reach in the office of the undersigned on or before 04.03.2020 till 5:00 P.M. by mentioning on the top of the envelope "Application for the post of Stenographer Grade-III (Adhoc basis). The applications received after due date shall not be entertained.

**Date of Examination:**

The date, time and place of Shorthand Test/Computer Proficiency Test will be uploaded on the website <https://districts.ecourts.gov.in/panipat> on 09.03.2020. No separate information for the Shorthand Test/Computer Proficiency Test would be given. Candidates are advised to go through the website.

**Instructions:**

- (a) The application on plain paper affixed with two recent passport size photographs of candidate duly attested, furnishing particulars of the post applied for, Name, Father's name, Date of birth, Present address, Permanent address, Qualifications, whether belonging to SC/ST/BC/Ex-Servicemen and present employment, if any, Contact number, E-mail address, if any, self attested copies of relevant certificates and one self addressed envelope duly stamped of Rs.5/- should reach this office on or before the closing date.
- (b) Incomplete applications shall be rejected straightway without assigning any reason whatsoever. If on verification at any time before or after the said test, it is found that an applicant does not fulfill any of the eligibility condition, his/her candidature shall stand cancelled without any notice.
- (c) No TA/DA shall be paid to the candidate for appearing in Shorthand Test/Computer Proficiency Test.
- (d) This office will not be responsible for any postal delay.
- (e) The number of vacancies may increase or decrease.

  
District & Sessions Judge,  
d/c Panipat.