OFFICE OF THE DISTRICT & SESSIONS JUDGE, JHAJJAR

PUBLIC NOTICE

Applications are invited from the eligible candidates to fill up **Seventeen (17)** posts of Clerks and **Three (03)** posts of Stenographers Gr.III, purely on adhoc basis, on the consolidated pay of Rs.25,500/- (minimum of pay scale of Clerks and Stenographers Gr.III) for a period of six months or till the regular appointment are made by the Hon'ble Punjab and Haryana High Court, Chandigarh or till the Stenographers Gr-III become eligible for their promotion (in case of Stenographer Gr-III), whichever is earlier. The break-up of category of above posts of Clerk and Stenographer are as under:-

For Clerks:-
General – 10, SC-03, BCA-02, BCB-01, Gen(ESM)-01.

For Stenographers:-
General – 03.

AGE LIMIT:-
The minimum age limit of candidate for the post of Clerk and Stenographer is 18 years as on 01.01.2020. Upper age limit is relaxable as per instructions of the Hon'ble High Court and as per prescribed by the Haryana Government from time to time

EDUCATIONAL QUALIFICATION AND EXPERIENCE:-

FOR CLERK:-

(a) No candidate shall be eligible to apply for the post of Clerk unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Hindi as one of the subject.

(b) Candidates shall have to take a written examination in the following subjects:-

Sr. No.	Subject	Max Marks	Qualifying Marks
1	English Composition	50	33%
2	General Knowledge	50	33%

(c) No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and [having proficiency in operation of computers.]

(d) Select list of successful candidates in order of merit shall be prepared as a result of competitive examination which shall remain in force for one year from the date of declaration of the result.

FOR STENOGRAPHER:-

(a) No candidate shall be eligible to apply for the post of Stenographer unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Hindi as one of the subject.

(b) The candidate shall have to pass a test at a speed of 80 w.p.m. in English Shorthand ad 20 w.p.m. in transcription of the same on computer. The candidate should have proficiency in operation of computers (word processing and spread sheets). Select list of successful candidates be prepared on the basis of merit and shall remain in force for one year from the date of declaration of the result.

LAST DATE

The last date for receipt of the applications in the office of undersigned i.e. The District & Sessions Judge, District & Sessions Courts, Gurugram Road, Jhajjar shall be 20.03.2020 at 05.00 P.M. 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 OF EXAMINATION

The applicants who fullfill the aforesaid qualification for the post of Clerk and Stenographer on adhoc basis will appear for written examination and computer proficiency test on the date and venue to be intimated later on the official website of this office i.e.**https://districts.ecourts.gov.in/jhajjar/recruitment**. No separate call letters for the written examination, shorthand test and computer proficiency test shall be sent to the applicants.

The candidates are desired to submit their application form in the mentioned below manner:-

APPLICATION FOR THE POST OF _____ **IN THE OFFICE OF DISTRICT & SESSIONS JUDGE, JHAJJAR.**

> Paste passport size self attested photograph.

1	Name (In Capital Letters)	
2	Father's / Husband Name	
3	Mother's Name	
4	Date of Birth	
5	Sex	
6	Martial Status	
7	Nationality	
8	Category, if any (alongwith attested copy of certificate issued by the competent authority)	
9	Educational Qualification	
10	Correspondence Address	
11	Permanent Address	
12	Experience, if any	
13	Contact No.	

Certified that all the above information are true and correct as per my belief and knowledge.

(Signature of the Applicant)

Note:-

1. Incomplete applications shall be straightway rejected without any information to the candidate.

2. The application must be submitted on the prescribed proforma.

3. No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after last date i.e. 20.03.2020.

4. The merit list of the candidates for the post of clerk (on adhoc basis) will be prepared on the basis of the written examination and the meritorious candidates will have to appear in computer proficiency test.

5. The merit list of the candidates for the post of Stenographers (on adhoc basis) will be prepared on the basis of shorthand test.

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

(Sudesh Kumar Sharma),
District & Sessions Judge,
Jhajjar.

Endst. No._____/   Dated._____/

The Employment Officer, Employment Exchange, Jhajjar, for information and necessary action, with the request to sponsor the names of the eligible candidates to this Office by 20.03.2020 at 05.00 P.M. and after that date, no list or application shall be entertained.

(Sudesh Kumar Sharma),
District & Sessions Judge,
Jhajjar.

Endst. No._____/   Dated._____/

The Secretary, Zila Sainik Board, Jhajjar, for information and necessary action, with the request to sponsor the names of the eligible candidates to this Office by 20.03.2020 at 05.00 P.M. and after that date, no list or application shall be entertained.

(Sudesh Kumar Sharma),
District & Sessions Judge,
Jhajjar.

Endst. No._____/   Dated._____/

The Editor, Tribune and Dainik Bhaskar with the request to publish the above advertisement in the daily news paper at the earliest, preferably on or before 28.02.2020.

(Sudesh Kumar Sharma),
District & Sessions Judge,
Jhajjar.

Endst. No.___3352___/   Dated.__26/02/2020/

The System Officer of this office for uploading the advertisement on the official website with immediate effect.

(Sudesh Kumar Sharma),
District & Sessions Judge,
Jhajjar. 26/2/20.