

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, SIRSA**  
**NOTICE OF PUBLIC APPOINTMENT**

Applications are hereby invited from general public for filling up 07 vacant posts of Stenographer Gr.III (English) purely on adhoc basis on consolidated pay of ₹25,500/-, initially for a period of six months or till regular appointments are made, whichever is earlier, in Sirsa Sessions Division, as per the details given below :

<i>Total number of posts</i>	General	EWS	Deprived SC	BC-A	PwD Lower Limb Disability	ESM (Gen)
7	2	1	1	1	1	1

- Note:
1. An ESM who has not already secured employment in civil service on regular basis in any Department/Board/Corporation/ University etc. under the Haryana Government with availing the benefit of reservation and also does not want re-employment, in such case one of his/her family members (son, daughter or spouse) will be entitled to avail the benefit of reservation as per Haryana Government Rules.
  2. An ESM who himself/herself or his/her family member has already secured employment in civil service on regular basis in any Department/Board/Corporation/ University etc. under the Haryana Government with availing the benefit of reservation, he himself/herself and his/her family members (son, daughter or spouse) shall not be entitled to avail the benefit of reservation as per Haryana Government Rules.
  3. If a disabled ex-serviceman (a person who has been released from military service due to disability attributable or aggravated due to military service) is selected against the post reserved for ex-serviceman will not be counted against the post reserved for PwD.
  4. The posts may increase or decrease.

**QUALIFICATIONS:**

Candidates should possess a Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University. He/She should have passed matriculation examination

with Hindi or Sanskrit or Punjabi as one of the subject and must have proficiency in operation of computer.

### AGE

18 to 42 years as on 01.01.2025. Relaxation in upper age limit as per rules.

### MODE OF SELECTION

Candidates will have to qualify the English Shorthand test and its transcription at the speed of 80 w.p.m. and 20 w.p.m. respectively on computer. The candidates will also have to qualify the Computer Proficiency Test. Marks of Computer Proficiency Test would not be counted towards the final merit as it is only qualifying in nature.

### PLACE OF EXAMINATION/TEST

The date and place of the test will be informed on the official website of this office i.e. <https://sirsa.dcourts.gov.in/> It will be the responsibility of the candidates to keep themselves updated about the same.

### HOW TO APPLY & LAST DATE


Applications (addressed in the name of District & Sessions Judge, Sirsa) on plain paper with complete bio-data, affixing recent passport size photograph and copies of certificates with regard to proof of age, educational qualification, claim of reservation etc., should reach in the office of undersigned by 16.02.2025 upto 5.00 PM through post or by hand. Name of the post must be mentioned in the application.

The Candidate(s) working in any Government/Semi Government Department, Board or Corporation is/are required to route their applications through proper Channel.

#### Additional Note:

1. No separate call letters for the test shall be issued. Candidates are advised to keep themselves updated about official website of this office.
2. Reporting time 09.30 A.M. at Judicial Courts Complex, Sirsa. The candidates shall bring their own stationery articles (pen, pencil, eraser, sharpener etc.). However, shorthand note book papers, for the stenography test will be provided by this office.
3. The candidates shall also bring their original testimonials and any of the identity proof at the time of test.

4. Applicant should mention contact number on application form.
5. Only those candidates will be eligible for reservation for PwD, who suffer from not less than 40% of the relevant disability. The candidate will have to submit a Disability Certificate issued by a competent authority for availing the benefit of reservation.
6. Applications received after due date and time as well as incomplete applications will be rejected straightaway without assigning any reason.
7. No T.A./D.A. will be given to any candidate whosoever appears for the test.
8. This office shall not be responsible for any kind of postal delay.
9. Application sent via e-mail shall not be entertained.
10. It is to make clear that no bookseller or agent has been authorized to collect applications from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
11. In case of non availability of candidates belonging to reserved category, then the posts may be filled up from amongst the candidates available in unreserved category, subject to availability, in terms of explanation to Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.
12. The candidates will not be allowed to enter the examination hall with mobile phones, electronic watch, recording device etc.
13. Notice displayed on the notice board of this office and also uploaded on the official website of this office i.e. <https://sirsa.dcourts.gov.in/>

  
District & Sessions Judge,  
Sirsa. 