

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM
EMPLOYMENT ADVERTISEMENT**

1. Applications are invited for filling up 11 Posts of Stenographer Grade-III on Adhoc Basis for a period of Six Months or till regular appointments are made, whichever is earlier, on Rate fixed by the Deputy Commissioner, Gurugram.
2. Applications are also invited to fill up 06 Posts of Peon [General-04, SC-1 & BCA-01] on temporary basis in the Pay Scale of Rs.4440-7440+G.P 1300/- (pre-revised) & Rs.16900-53500 (revised) plus other usual allowances as admissible to Haryana Government Employees, from time to time.

The number of vacancies may increase or decrease due to creation/ withdrawal of courts or otherwise.

3. QUALIFICATION FOR STENOGRAPHER GRADE-III (DC Rates)

- (a) A person who possess a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognized university.
- (b) The candidate shall have to pass a test at a speed of 80 WPM in English Shorthand and 20 WPM in transcription of the same on computer. The candidate will have to qualify proficiency in operation of computers (word processing and spread sheets).

4. QUALIFICATION FOR PEON

- (a) Candidate must have passed Middle Standard Examination and should possess knowledge of Hindi.
- (b) Priority will be given to the retrenched/surplus staff of various Sessions Divisions

5. **AGE LIMIT:** No person shall be recruited to the service if he is less than 18 years or is more than 42 years of age as on 1st January, 2017. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by the Haryana Government from time to time.

6. DATE & PLACE OF TEST FOR THE POST OF STENOGRAPHER GRADE-III (DC RATES) :

Shorthand/type test will be held on **22.04.2017** in Judicial Courts Complex, Near Rajiv Chowk, Gurugram. The candidates should reach this office at 9.00 A.M positively. **The candidates shall bring their I.D. proof alongwith original certificate with respect to their academic qualification.**

7. The candidates qualifying for short hand test will be subjected to written/oral test for proving their proficiency in operation of computers (word processing and spread sheets).
8. Candidates working in the Government Department, Semi Government, any Corporation or any Board are required to apply through proper channel.

9. **LAST DATE:** The last date for Receipt of the applications for the post of Stenographer Grade-III (DC Rates) shall be **11.04.2017 by 05.00 PM**. The last date for Receipts of the applications for the post of Peon shall be **11.04.2017 by 05.00 PM**.

- (a) No application received thereafter shall be entertained in any case. Delay on the part of postal authorities or otherwise shall not be a 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 last dates.
- (b) The applications, on plain paper with recent photograph of candidate affixed thereon containing full particulars i.e name, father's/husbands name, date of birth, sex, educational qualification, category, permanent address, present postal address, mobile number, experience, if any, alongwith attested copies of the relevant certificates besides one self addressed properly stamped envelopes should reach this office either by post or by hand well before the closing dates.

10. DATE & TIMING OF INTERVIEW FOR THE POST OF PEON :

Candidates are directed to appear for interview in the sequence of alphabets of their names mentioned against the date given below in the Judicial Court Complex, near Rajiv Chowk, Gurugram at 2.00 P.M as per the following schedule:

24.04.2017	A,B,C,D,E,F
25.04.2017	G,H,I, J,K,L,
26.04.2017	M,N,O,P,Q
27.04.2017	R & S
28.04.2017	T,U,V,W,X,Y,Z
29.04.2017	Candidates sponsored by <u>Employment Exchanges.</u>

- (a) **The candidates shall bring their I.D. proof alongwith original certificate with respect to their academic qualification.**

11. No separate letter for interview/test shall be issued.

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

Date: 23.03.2017

(Harnam Singh Thakur)
District and Sessions Judge,
Gurugram.

Endst.No. 3657

Dated 23-3-17

Copy forwarded to the District Public Relation Officer, Mini Sectt. Guurgram, with the request to get published the aforesaid advertisement in Daily News Papers i.e. Dainik Mewat, Gurugram & The Statesman, Delhi, at the earliest preferably **on or before 27.03.2017.**

(Harnam Singh Thakur)
District and Sessions Judge,
Gurugram.