

OFFICE OF DISTRICT AND SESSIONS JUDGE, TARN TARAN
PUBLIC NOTICE

Applications are invited from the eligible candidates on the prescribed proforma i.e. **Annexure-'A'** (uploaded on the website of this Sessions Division) till **05:00 P.M** of **31.01.2025** for the posts of Stenographer Grade-III on adhoc basis in Sessions Division, Tarn Taran, as detailed below:

Post	No. of Posts	Pay scale	Educational Qualification	Age Limit
Stenographer Grade-III (on Adhoc basis)	Total= 05 (Gen. – 05)	Consolidated salary amounting to Rs.29,200/- (level-5) as per 7 th CPC, vide Punjab Government letter No.Home-JD-10MISC/54/2023-2JUD11/926404/2024 dated 12.09.2024, adopted by the Hon'ble Punjab and Haryana High Court, Chandigarh vide letter No.957.Spl.E.II/L.80(a)6E dated 01.10.2024.	Candidate must have possessed a Degree of B.A/B.Sc or equivalent thereto from a recognized University with Punjabi as one of the subjects in Matriculation. The Candidate shall have to qualify the test of taking dictation in English Shorthand at the speed of 80 WPM and transcribe the same on computer typing at the speed of 20 WPM, having proficiency in the operation of computer.	The candidate should be between 18 to 37 years of age as on 01.01.2025.

Note:

1. Application alongwith self attested copies of relevant testimonials i.e. proof of qualification, date of birth, identity proof and category etc. and two passport size photographs, should reach this office well before by 05:00 P.M on 31.01.2025. No application will be entertained thereafter. This office will not be responsible for any postal delay or wrong delivery, whatsoever.

2. Application on prescribed proforma should be legibly filled up in Capital letters with complete particulars. Candidates have to send the signed application form alongwith all required supporting documents. Applications sent by post in the envelope must be superscripted "Application for the post of Stenographer Grade-III on Adhoc basis".

3. Before applying the post, the candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed, such candidate shall be removed from the service immediately.

4. All the candidates must bring their photo identity proof and their testimonials, in original, at the time of competitive exam.

5. Number of above said posts can be increased or decreased by this office without giving any prior intimation to the candidates.

6. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Office reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.

7. No T.A./D.A. will be paid to the candidates appearing for test/interview.

8. Date of test for the post of Stenographer Gr-III (ad-hoc basis) will be notified later on, on the website of this office

<https://districts.ecourts.gov.in/india/punjab/tarn-taran/recruit>

9. Candidates are advised to check the official website of this Sessions Division in this regard. No separate intimation will be sent to any candidate.

District & Sessions Judge,
Tarn Taran.

Endst. no. 189 /EB

Dated 16/01/2025

Copy forwarded to:-

1. The Registrar General, Hon'ble Punjab & Haryana High Court, Chandigarh w.r.t. letter No.41/Spl./E.II/VII.B.4 (Pb.)7-E dated 15.01.2025 for information.
2. All the District & Sessions Judges in the State of Punjab, through e-mail, with the request to get this notice displayed on the Notice Boards.
3. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Boards of their respective Courts.

4. The Editor, Punjabi Tribune with the request to publish the notice in Punjabi Tribune on 17.01.2025 and send the bill alongwith copy of Advertisement to this office for payment.
5. The Employment Generation and Training Officer, Tarn Taran with the request to obtain and send the applications of eligible candidates alongwith the list thereof, to this office well before 05.00 PM on 31.01.2025.
6. The System Officer/Assistant of this Sessions Division to upload the notice on official website of this Sessions Division.
7. Daftri of this office to display the notice on the Notice Board of this Office.

District & Sessions Judge,
Tarn Taran.

OFFICE OF DISTRICT & SESSIONS JUDGE, TARN TARAN

PUBLIC NOTICE

Applications are invited from the eligible candidates on the prescribed proforma i.e. **Annexure-'A'** (uploaded on the website of this Sessions Division) alongwith two recent identical passport size photographs and self attested photocopies of relevant testimonials till **5:00 P.M** of **31.01.2025** for filling up the below mentioned posts of Class-IV employees i.e. Peons and Chowkidars. The qualification and other criteria to fill up the said posts are as under:

Sr. No	Name of the Post	Number of posts	Pay	Minimum Qualification
1.	Class-IV employees (Chowkidar)	15 (General: 6 BC: 2 SC: 4 (Mazhabi Sikh: 2 Ramdasia: 2) ESM: 2 SC (ESM): 1)	Pay matrix Level-1 with basic pay of Rs.18,000/- admissible as per 7 th Central Pay Commission as per letter No.957.Spl.E.II/L.80(a) dated 01.10.2024 of the Hon'ble Punjab and Haryana High Court, Chandigarh, subject to any further revision and as per latest instructions/clarifications received from the Government of Punjab and the Hon'ble Punjab and Haryana High Court, Chandigarh.	The candidate should have knowledge of Punjabi language upto middle standard.
2.	Class-IV employees (Peon) Remarks: Appointment letters to the selected candidates against 08 posts of Peon (which are created for newly recruited Judicial Officers) would be issued only on joining of the newly recruited Judicial Officers after completion of their training.	08 (General: 4 BC: 1 SC: 2 (Mazhabi Sikh: 1 Ramdasia: 1) ESM: 1)	Pay matrix Level-1 with basic pay of Rs.18,000/- admissible as per 7 th Central Pay Commission as per letter No.957.Spl.E.II/L.80(a) dated 01.10.2024 of the Hon'ble Punjab and Haryana High Court, Chandigarh, subject to any further revision and as per latest instructions/clarifications received from the Government of Punjab and the Hon'ble Punjab and Haryana High Court, Chandigarh.	The candidate should have knowledge of Punjabi language upto middle standard.

The age of candidate should be between 18 to 35 years for General Category as on 01.01.2025. Relaxation of age shall be given to candidates

belonging to the reserved categories as per relevant rules and instructions of the Hon'ble Punjab and Haryana High Court, Chandigarh as well as Government of Punjab.

DATE, TIME & VENUE OF THE INTERVIEW

The interview of the eligible candidates will be conducted as per following schedule:

Sr. No.	Candidates whose name starts with Alphabet	Date of interview	Timing of interview	Venue of interview
1.	A to G	10.02.2025	10:00 A.M.	New Judicial Courts Complex, Tarn Taran
2.	H to N	11.02.2025		
3.	O to Z	13.02.2025		

The candidates are advised to check the official website of this Sessions Division, regularly, for updates, if any. No separate information will be communicated to the candidates in this regard.

NOTES :-

1. Applications giving full details alongwith two recent passport size photographs and self attested copies of relevant testimonials i.e. proof of qualification, date of birth, category to which he/she belongs to etc., should reach this office before **5:00 P.M. on 31.01.2025**. No application will be entertained thereafter. This office will not be responsible for any postal delay or wrong delivery, whatsoever.

2. Application on prescribed proforma should be legibly filled up in Capital letters with complete particulars. Applications sent by post in the envelope must be superscripted "Application for the post of Class-IV employee (Peon/Chowkidar)".

3. Before applying the abovesaid post(s), the candidate should ensure that he/she fulfills the eligibility criteria. This office shall reject the

applications of the candidates not fulfilling the requisite criteria at any stage of recruitment and if erroneously appointed, such candidates shall be removed from the service, with immediate effect.

4. In case no candidate of reserved category is available or found eligible, appointment shall be made from General category.

5. The benefit of relaxation in age and reservation will not be extended to the candidates of reserved categories of other states (except age relaxation to Government employees as provided in Rules). These applicants are required to apply under General Category.

6. The selection of the candidates shall be made on the basis of interview.



7. No T.A./D.A. will be paid to the candidates appearing for test/interview.

8. All the candidates must bring their photo identity proof and their testimonials, in original, at the time of interview/test.

9. Number of above said posts can be increased or decreased by this office without giving any prior intimation to the candidates.

10. In case of the cancellation/postponement of the interview due to administrative reasons, the same shall be notified on the official website of this Sessions Division. Candidates are advised to check the official website from time to time. No separate intimation will be sent to any candidate.

11. Merely satisfying the eligibility criteria does not entitle a candidate to be selected. This Office reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement.



District & Sessions Judge,
Tarn Taran. 

Endst. No. 183/EB

Dated 16/01/2025

Copy forwarded to:-

1. All the District & Sessions Judges in the State of Punjab, through e-mail with the request to get this notice displayed on the Notice Boards.
2. All the Judicial Officers in this Sessions Division for getting the same displayed on the Notice Boards of their respective Courts.
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District & Sessions Judge,
Tarn Taran. 