

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, YAMUNA NAGAR AT JAGADHRI**

**EMPLOYMENT NOTICE**

**No. 16**

**Dated 03/04/2025**

Applications are invited from eligible candidates to fill up 17 (seventeen) posts of Stenographers Grade-III on adhoc basis on the principle of equal pay for equal work i.e. Rs.25,500/- (minimum of the pay-scale of the post without any allowances), for a period of six months or till regular appointments are made by Hon'ble Punjab & Haryana High Court, Chandigarh, or, till the regular Stenographers Grade-III become eligible for their promotion to the posts of Stenographer Grade-II, whichever is earlier.

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

**MINIMUM QUALIFICATION REQUIRED:-**

- (a) A person who possesses 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 W.P.M. in English Shorthand and 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).

**AGE LIMIT** The minimum age shall be 18 years and the upper age limit shall be 42 years as on 01.01.2025.

**LAST DATE** The applications complete in all respect should reach at the below mentioned address **on or before 24.04.2025 upto 5:00 pm** by mentioning specifically on the top of the envelope as to for which post the candidate intends to apply e.g. **"APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS"**: -

**The District & Sessions Judge,  
Yamuna Nagar.**

The applications received after the due date & time will not be entertained.

**SHORTHAND TEST:**

The date, time & venue of shorthand test shall be intimated in due course on the official website of this Sessions Division. The candidates are advised to visit the website regularly. No separate call letters will be issued.

**INSTRUCTIONS:**

- i) Format of application can be downloaded from the website of this Sessions Division i.e. **<https://yamunanagar.dcourts.gov.in/notice-category/recruitments/>**.
- ii) Applicants should attach self attested copies of their testimonials alongwith the application with their latest passport size photograph duly attested, affixed on the application.
- iii) Incomplete applications shall be rejected straightway without assigning any reason whatsoever. If on verification, at any stage, before or after the test, it is found that an applicant does not fulfill the eligibility criteria, his/her candidature shall stand canceled without any notice.
- iv) No advance copy of application shall be entertained.
- v) Applications sent via e-mail will not be accepted in any case.
- vi) The candidate shall bring his/her original testimonials/documents on the date of test.
- vii) No TA/DA will be paid to any applicant for appearing in the test.
- viii) This office shall not be responsible for any kind of postal delay.
- ix) For further updates, the candidates are advised to visit the official website of this Sessions Division regularly.
- x) The meritorious candidates of the shorthand test will have to qualify proficiency test in operation of computers, the date & time whereof shall be intimated in due course on the official website.
- xi) In case of any query, applicant may contact this office Telephone Number 01732-268300.
- xii) The decision of the Recruitment Committee in all matters relating to acceptance or rejection of an application, eligibility/suitability of the applicants, mode/criteria for selection etc. shall be final and binding on the applicants.

**Dated: 03.04.2025**

Sd/-  
**(R.C. Dimri)**  
**District & Sessions Judge**  
**Yamuna Nagar**



APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III (ON ADHOC BASIS)  
IN SESSIONS DIVISION, YAMUNA NAGAR

1. Name of the Candidate:

2. Father's Name:

3. Mother's Name:

4. Permanent Address:

5. Address for Correspondence:

6. Date of Birth (Attach Proof)

7. Age as on 01.01.2025

8. Gender (Male/Female)

9. Category

10. Contact Number

11. e-mail id

12. Educational Qualification (Attach Proof):

Affix Attested  
passport  
size colour  
photograph  
duly attested  
by Gazetted  
Officer

| Name of the Board/<br>University | Exam Passed | Total Marks | Marks<br>obtained | %age |
|----------------------------------|-------------|-------------|-------------------|------|
|                                  |             |             |                   |      |
|                                  |             |             |                   |      |
|                                  |             |             |                   |      |
|                                  |             |             |                   |      |
|                                  |             |             |                   |      |
|                                  |             |             |                   |      |

(Signature of the Candidate)

DECLARATION BY CANDIDATE

I hereby declare that the information given above has been filled by me and is correct to the best of my knowledge. In case any of above mentioned information is found false/incorrect; then my candidature be treated as canceled.

Dated:

(Signature of the Candidate)