

# **OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM**

## **ADVERTISEMENT NOTICE**

Applications are invited from the eligible candidates to fill up 05 (five) posts of Stenographers Grade-III on consolidated pay of Rs. 25,500/- (minimum of pay scale of the Stenographer Grade-III) purely on ad hoc basis against the vacant posts of Stenographers Grade-III for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier. **The number of vacancies may increase or decrease due to certain reasons/withdrawal of Courts or otherwise.**

### **Educational Qualification**

- (a) A person who possesses a degree of Bachelor of Arts or Bachelor of Science or Bachelor of Commerce or equivalent thereto from a recognised 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 Computer (word processing and spread sheets).

### **Age Limit**

No person shall be recruited to the aforesaid post, if he/she is less than 18 years or is more than 42 years of age as on 1st January 2023. Upper age limit is relaxable as per instructions of the Hon'ble High Court and as prescribed by the Haryana Government from time to time.

### **Last Date**

The last date for receipt of the applications in the office of the District and Sessions Judge, District Courts, near Rajeev Chowk, Gurugram, shall be **16.09.2023 by 5.00 p.m.** No application received thereafter shall be entertained in any case. Delay on the part of postal authority shall not be a ground for entertaining the applications received after due date.

### **Date and Place of Test**

The applicants who fulfill the aforesaid qualification for the post of Stenographer Grade-III on **ad hoc** basis will appear for shorthand test/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/india/haryana/gurgaon/recruit>. The applicants shall bring their original testimonials at the time of shorthand test/computer proficiency test. No separate call letters for the shorthand test/computer proficiency test shall be sent to the applicants.

The applications on plane paper with recent passport size photograph of the candidate affixed thereon containing full particulars i.e. name, father's/husband's name, date of birth, sex, educational qualification, category, permanent address, correspondence address, contact/mobile number, email id, experience if any, alongwith attested copies of all the relevant certificates besides one self addressed properly stamped should reach this office either by registered post/speed post or by hand well before the closing date i.e. **16.09.2023 by 5 p.m.**

The incomplete applications and filled without signature, photograph, envelope and attested copies of the relevant certificates shall be straightway rejected without any information to the candidates.

No correspondence whatsoever shall be entertained in respect of incomplete applications of those which are received in this office after the closing date.

The meritorious candidates of the shorthand test will have to qualify proficiency test in operation of computers.

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

**Dated 29.08.2023**

**Sd/- (Chairman)  
Recruitment Committee,  
Gurugram.**