

# ADVERTISEMENT

Applications are invited from the eligible candidates to fill up 18 posts of Stenographer Grade-III on fixed salary of Rs.25,500/- PM. purely on adhoc basis against the vacant posts of Stenographer Grade-III for a period of six months or till the regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier.

## QUALIFICATION

**The requisite eligibility/qualifications is as under:-**

- (i). The candidate shall possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University
- (ii) 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 and shall have proficiency in computers (Word Processing and Spread sheets).

## AGE LIMIT

No person shall be recruited to the service if he/she is less than 18 years or is more than 42 years of age as on 1.1.2024. 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.

## RESERVATION

The reservation of above mentioned 18 posts of Stenographer Grade-III is as under:-

Sr. No.	Name of Post	Number of Vacancies						
1.	Stenographer Grade-III	18 Posts						
		General	General (PwBD) (Lower Limb Disability)	General (ESM)	SC	BC-A	BC-B	BC-A (ESM)
		07	01	01	04	02	02	01

**Note:** Reservation policy as enforced at the time of selection would be considered and applicable, provided that in case of non availability of suitable candidate of reserved category for the post of Stenographer Grade-III, the reserved post shall be filled up by the suitable candidate (s) of General Category.

## LAST DATE

Last date for receipt of the applications by all modes shall be 28.08.2024 till 5:00 PM.

## OTHER DETAILS

- (i) The applications on plain paper affixed with recent photograph of candidate shall contain all details of the candidate viz. Name, Father's/Husband's name, Date of Birth, Sex, Educational Qualification, Category, Present/Permanent address and Experience, if any along-with self attested copies of the relevant certificates in support thereof and two self addressed properly stamped envelopes. The application should reach either by registered post or by hand well before the closing date at the following address:-

**The Superintendent,  
Office of District and Sessions Judge,  
Judicial Courts Complex,  
Ambala, Haryana.**

- (ii) Applications received through E-mail shall not be entertained
- (iii) The incomplete applications and filled without photographs and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate.
- (iv) No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after last date of submission of application. This office will not be responsible for any postal delay.
- (v) The date of shorthand test for the post of Stenographer Grade-III (adhoc) shall be intimated through the official website of District Courts, Ambala i.e. [www.ambala.dcourts.gov.in](http://www.ambala.dcourts.gov.in). No separate correspondence shall be made in this regard. The candidates are advised to visit the website for any updates related to further process of recruitment.
- (vi) The number of vacancies may increase or decrease.
- (vii) No TA/DA shall be admissible to any candidate appearing in the test for the above mentioned post.

**District and sessions Judge,  
Ambala**

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