

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, NARNAUL

ADVERTISEMENT NOTICE

Applications are invited for **05 (Five) posts** of Stenographer Gr.III (English) on adhoc basis i.e. **02 (two)** against the posts of Stenographer Gr-III for a period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier and **03 (three)** against the posts of Stenographer Gr.II for a period of six months or till the Stenographer Gr.III already working in Sessions Division, Narnaul become eligible for their promotion as Stenographer Gr.II, whichever is earlier, on consolidated pay of ₹25,500/- (minimum of pay scale of Stenographer Gr.III). The number of posts may increase or decrease due to administrative reasons.

QUALIFICATION

- (a) A person who possess a degree of Bachelor of Arts or Bachelor of Science 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 should have proficiency in operation of computers (word processing and spread sheets)

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 01.01.2025. Upper age limit is relaxable as per instructions of Hon'ble High Court and as prescribed by Haryana Government from time to time.

LAST DATE The last date for receipt of applications in the office of District and Sessions Judge, Narnaul, shall be **25.02.2025 by 05:00 PM.** No application received thereafter shall be entertained in any case. Delay on the part of postal authorities 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 adhoc basis will appear for shorthand test/computer proficiency test on **01.03.2025 at 01:00 PM at Yaduvanshi College, Patikara, Rewari Road, Narnaul.** 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.

INSTRUCTIONS:

The applications on plain paper with recent passport size photograph of 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(s), e-mail id, experience, if any, alongwith attested copies of the relevant certificates should reach this office either by registered post/speed post or by hand well before the closing date i.e. **25.02.2025 by 05:00 PM.**

The incomplete applications and filed without signature, photographs, envelopes 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 or those which are received in this office after 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.

Sd/-
(Chairman)
Recruitment Committee,
Narnaul.