

**OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM
EMPLOYMENT ADVERTISEMENT**

Applications are invited for filling up **11 posts of Stenographer Grade-III** at the rates fixed by the Deputy Commissioner, Gurugram from time to time on **ad hoc basis** against the vacant posts of Stenographers Grade-II for a period of six months or till Stenographers Grade-III becomes eligible for their promotion, whichever is earlier. The number of vacancies may increase or decrease due to creation/ withdrawal of courts or otherwise.

QUALIFICATION

- (a) A person who possess 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 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 1st January, 2019. Upper age limit is relaxable as per instructions of 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 undersigned i.e. **The District & Sessions Judge, near Rajeev Chowk, Gurugram**. shall be **28.05.2019 by 5:00 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.

Short hand test shall be conducted in Judicial Courts Complex, Near Rajeev Chowk, Gurugram on 04.06.2019. All the candidates should reach the Judicial Courts Complex, Near Rajeev Chowk, Gurugram, by 02.00 PM positively. The candidate shall bring their ID proof alongwith original certificates with respect to their academic qualification etc.

The applications, on plain paper with recent photograph of candidate affixed thereon containing full particulars i.e name, father's/husbands name, date of birth, sex, educational qualification, category, permanent address, present postal address, experience, if any, alongwith attested copies of the relevant certificates besides one self addressed properly stamped envelopes should reach this office either by registered post or by hand well before the closing date i.e 28.05.2019.


The incomplete applications and filed without photographs, envelopes and attested copies of the relevant certificates shall be straightway rejected without any information to the candidate.

No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after 28.05.2019.

The candidates qualifying the short hand test will be subjected to proficiency test in operation of computers, through written test.


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

Date: -14.05.2019


(Ravi Kumar Sondhi)
District and Sessions Judge,
Gurugram. 14-5-19

Endst.No. 4515 . Dated 14/5/19


The Regional Employment Officer, Gurugram and The Secretary, Zila Sainik Board, Gurugram with the request to sponsor the names of the eligible candidates by 28.05.2019 positively, the last date fixed for receipt of the applications. List of candidates received after the due date shall not be considered in any case and they shall be communicate the candidates whose names are sponsored.


(Ravi Kumar Sondhi)
District & Sessions Judge
Gurugram. 14-5-19

Endst.No. 4516 . Dated 14/5/19

1. The Editor, Danik Jagran, Daily News paper, Delhi

with the request to publish the above said advertisement in the daily news paper at the earliest, preferably on or before 16.05.2019.


(Ravi Kumar Sondhi)
District & Sessions Judge
Gurugram. 14-5-19