

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, JIND

EMPLOYMENT NOTICE

Applications are invited for filling up 12 (Twelve) posts of Stenographer Grade-III purely on adhoc basis for a period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier, on consolidated pay of Rs.25,500/- (i.e. initial pay in FPL-4) or at such revised rate as may be prescribed by the Government of Haryana from time to time. The category-wise bifurcation of the aforesaid posts is as under:

Total Number of Vacancies	Genl.	PwBD (Lower Limb Disability)	SC		BC		Genl. (ESM)	EWS
			DSC	OSC	BC (A)	BC(B)		
12	04	01	01	01	02	01	01	01

- ❖ The number of vacancies may be increased or decreased due to creation or withdrawal of Courts or otherwise during the selection process. No communication in this regard will be made separately.
- ❖ In case of non-availability of candidates belonging to reserved category post, then such posts may be filled up from amongst the candidates available in unreserved category, subject to availability, in terms of explanation given in Rule 7 of The Haryana Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997.

The candidates, who are having below mentioned qualifications may submit their applications in the prescribed format available on the Website of Sessions Division, Jind for the abovesaid post, in the office of **Superintendent of Sessions Division, Jind** either by hand or by post.

QUALIFICATION: The qualification for the aforesaid posts shall be as under:

1. A candidate who holds a degree of Graduation in any stream or equivalent thereto from a recognized University and must have proficiency in operation of Computer (word processing and spread sheets).
2. A candidate must have passed matriculation examination with Hindi or English as one of the subject.
3. A candidate should fulfil the conditions of qualification as on 01.07.2026.

AGE LIMIT: No person shall be recruited to the service by direct appointment, if he/she is less than 18 years or is more than 42 years of age as on 01.07.2026. Upper Age relaxation shall be applicable as per instructions issued by the Govt. of Haryana or Hon'ble Punjab & Haryana High Court, Chandigarh from time to time.

MODE OF SELECTION: The applicant 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 applicant shall have to qualify Computer Proficiency Test (work Processing and Spread Sheets). Marks of proficiency test would not be counted towards the final merit as it is only

qualifying in nature. Select list will be prepared on the basis of merit.

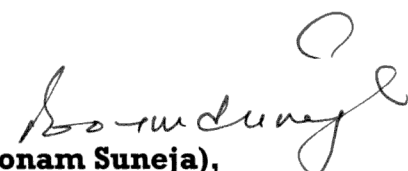
LAST DATE:

The application(s) should reach in the office of the Superintendent, Sessions Division, Jind on or before 30.10.2026 till 5:00 P.M. by mentioning on the top of the envelope "Application for the post of Stenographer Grade-III (Adhoc basis)". The applications received after due date shall not be entertained, in any manner.

DATE OF EXAMINATION: The date, time and place of Shorthand Test/Computer Proficiency Test will be uploaded on the official website of this Sessions Division i.e. <https://jind.dcourts.gov.in/>. No separate communication for the Shorthand Test/Computer Proficiency Test shall be made. Candidates are advised to visit the website on regular basis.

INSTRUCTIONS:

- (a) Candidates shall have to submit their applications in the prescribed format for the post of Stenographer Grade-III (Ad-hoc basis) available on the official website of Sessions Divisions, Jind (<https://jind.dcourts.gov.in>) having fixed a recent photograph of candidate thereon and containing full particulars i.e. Name of the candidate, Father's/Husband's Name; Date of Birth; Age as on 01.07.2026; Sex; Nationality; Permanent Address; Correspondence Address; Category; Academic Qualification(s); Experience, if any; Contact/Mobile Number; E-mail ID, along with attested copies of relevant certificates besides two self-addressed properly stamped envelopes in the office of Superintendent of Sessions Division, Jind, either by registered post or by hand, well before the closing date i.e. **30.10.2026 by 05:00 P.M.**
- (b) Only ORIGINAL APPLICATION(s) alongwith copies of requisite documents shall be accepted. No application/Bio-data received through e-mail/whatsapp shall be accepted in any manner.
- (c) The incomplete applications and the applications received after due date or before the date of advertisement, shall be rejected out-rightly without any communication. However, rejection list shall be uploaded on the official website of Sessions Division, Jind i.e. <https://jind.dcourts.gov.in/>.
- (d) No correspondence whatsoever shall be entertained in respect of incomplete applications or those which are received in this office after due date or before the date of advertisement.
- (e) Candidates working in Government Departments, Semi Government Departments, any Corporation or any Board are required to apply through proper channel.
- (f) No TA/DA is admissible to any candidates appearing in the test/interview for the post mentioned above.
- (g) Candidates are advised to visit official website of Sessions Division, Jind i.e. <https://jind.dcourts.gov.in/> regularly, for latest updates with regard to recruitment process.


(Poonam Suneja),
District & Sessions Judge,
Jind

**APPLICATION FOR THE POST OF STENOGRAPHER GR.III
(ADHOC BASIS)**

Affix latest
passport size
coloured
photograph

To

The District & Sessions Judge,
Jind.

Subject: Application for the post of Stenographer Gr.III (Adhoc Basis)

Respected Sir/Madam,

I hereby submit my application for the post of Stenographer Grade-III on ad-hoc basis in response to the Employment Notice published on 07.10.2026 and request that my candidature may kindly be considered for the said post.

1. Name of the candidate (*) : _____
2. Father's/Husband's Name (*) : _____
3. Date of Birth (*) : _____
4. Age as on 01.07.2026 (*) : _____
5. Gender (*) : _____
6. Category (*) : _____
(If reserved, attached Proof)
7. Nationality (*) : _____
8. Permanent Address (*) : _____

9. Correspondence Address (*) : _____

10. Academic Qualification (*):

Examination/ Degree	Board/ University	Year of Passing	Divn/ Class	% of Marks	Grade

10. Experience, if any : _____
11. Contact Number/E-mail ID : _____

Date : _____
Place : _____

(Signature of Candidate)

(*) Mandatory Fields