

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, FEROZEPUR.
PUBLIC NOTICE

Applications on the prescribed proforma are invited alongwith attested copies of testimonials and two recent passport size photographs with complete bio-data, for filling up the following **40 (Forty) posts of Clerk on adhoc basis and 07 (Seven) posts of Stenographer Grade-III on adhoc basis** for a period of six months or till the regular appointments are made by the Hon'ble High Court, Chandigarh, till **06.06.2025 before 5.00 P.M.** The qualification, pay and other criteria to fill up these posts are as under:-

| Sr. No. | Name of the post | Total Number of posts | Category wise number of posts | |
|--|---|--|---|----|
| 1 | Clerk on Adhoc basis for a period of six months or till the regular appointments are made by the Hon'ble High Court. | 40 | GENERAL | 11 |
| | | | GENERAL (WOMEN) | 03 |
| | | | GENERAL (EWS) | 02 |
| | | | GENERAL (EWS) (WOMEN) | 02 |
| | | | SC (MAZBI SIKH/BALMIKI) | 02 |
| | | | SC (OTHERS OF PUNJAB) | 03 |
| | | | SC (WOMEN) (MAZBI SIKH/BALMIKI) | 02 |
| | | | SC (WOMEN) (OTHERS OF PUNJAB) | 02 |
| | | | SC (ESM) | 01 |
| | | | SC (SPORTSMAN) | 01 |
| | | | BC | 02 |
| | | | BC (WOMEN) | 01 |
| | | | BC (ESM) | 01 |
| | | | ESM | 02 |
| | | | ESM (WOMEN) | 02 |
| | | | SPORTSMAN (WOMEN) | 01 |
| | | | PERSONS WITH DISABILITY (WOMEN) (VH) (VISUAL LOW VISION) | 01 |
| | | | PERSONS WITH DISABILITY (WOMEN) (OH) (LOCOMOTOR) | 01 |
| Pay scale | | Qualification | Age | |
| Consolidated monthly salary of Rs. 29200/- in view of instructions/ clarification, received from the Government of Punjab as well as from the Hon'ble Punjab and Haryana High Court, Chandigarh. | | A degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and passed matriculation examination with Punjabi as one of the subject. He/she should have proficiency in operation of computer. | 18 to 37 years as on 01.01.2025. Relaxation of age will be given to the candidate of reserved categories as per rules/ instructions of the Hon'ble High Court as well as Punjab Government. | |
| | Name of the post | Total Number of posts | Category wise number of posts | |
| 2. | Stenographer Grade-III on Adhoc basis for a period of six months or till the regular appointments are made by the Hon'ble High Court. | 07 | GENERAL | 03 |
| | | | GENERAL (WOMEN) | 01 |
| | | | SC (MAZBI SIKH/BALMIKI) | 01 |
| | | | SC (WOMEN) (MAZBI SIKH/BALMIKI) | 01 |
| | | | ESM (WOMEN) | 01 |

| Pay scale | Qualification | Age |
|--|---|--|
| Consolidated monthly salary of Rs. 29200/- in view of instructions/ clarification, received from the Government of Punjab as well as from the Hon'ble Punjab and Haryana High Court, Chandigarh. | A degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and passed matriculation examination with Punjabi as one of the subject. | 18 to 37 years as on 01.01.2025. Relaxation of age will be given to the candidate of reserved categories as per rules/instructions of the Hon'ble High Court as well as Punjab Government. |

Note:-

1. Selection Criteria for the posts of Clerk on adhoc basis:-

The dates for written (English composition and General Knowledge) and Computer Proficiency Test will be uploaded on the official website <https://districts.ecourts.gov.in/ferozepur> of this Sessions Division. The applicants are advised to visit the official website regularly for updates. However, it shall be the responsibility of the candidates to keep them updated about the same. This office shall not be responsible in any manner in case, candidate could not appear in the exam/any other stage due to non visiting of website, where important information regarding different stages of recruitment process will be uploaded. No separate intimation will be sent. The candidate shall have to take written examination (objective type) in the following subjects:-

| Following subjects: | | | | |
|---------------------|----------|---------------------|---------------|--|
| Sr. No. | Duration | Subject | Maximum Marks | Qualifying Marks |
| 1. | 2 hours | General Knowledge | 50 | 33% marks in each subject but no candidate shall be considered to have qualified the test unless he/she obtains 40% marks in the aggregate of both subjects. |
| 2. | | English Composition | 50 | |
| Total | | | 100 | |

- a) It is clarified that there will be negative marking in multiple choice questions. For every wrong answer, 1/4th mark would be deducted. The question(s) not attempted will receive no credit or discredit. Thereafter, out of total candidates who qualify the written test, ten times of advertised posts shall be called for Computer Proficiency Test (CPT) i.e. to access the proficiency of candidates in operation of computer, which is mandatory but the marks of this Computer Proficiency Test would not be counted towards the final merit as this test will be only of qualifying in nature. Computer Proficiency Test shall comprise of two parts. In Part-I, candidates will have to qualify the Spread Sheet Test which is of 10 marks and of 10 minutes duration by securing 40% or more i.e. 4 or more marks. In Part-II, candidates will have to qualify Computer Typing Test in English at the speed of 30 W.P.M.

2. Selection Criteria for the posts of Stenographer Grade-III on adhoc basis:-

The candidates shall have to pass a test at the speed of 80 W.P.M. in English Shorthand and then transcribe the same on computer at the speed of 20 W.P.M. and should have proficiency in operation of computers (Word processing and Spreadsheets).

- a) The information regarding date of test will be uploaded on the official website of this Sessions Division i.e. <https://districts.ecourts.gov.in/ferozepur>. Applicants are advised to visit the official website of this Sessions Division regularly for updates. However, it shall be the responsibility of the candidates to keep them updated about the same. This office shall not be responsible in any manner in case, candidate could not appear in the test/any other stage due to non visiting of website, where important information regarding different stages of recruitment process will be uploaded. No separate intimation will be sent.
3. All the candidates, must bring the original testimonials along with valid

- identity proof with them, at the time of test. No TA/DA will be paid to the candidates for this purpose.
4. The incomplete application and those received after 05:00 PM of due date i.e. 06.06.2025 shall not be entertained and shall be rejected without assigning any reason. This office will not be responsible for any postal delay or wrong delivery whatsoever.
 5. Before applying for the post, candidate should ensure that he/she fulfills eligibility criteria. This office shall reject the applications not fulfilling the requisite criteria at any stage of recruitment and if appointed erroneously such candidate shall be removed from service.
 6. Merely satisfying the eligibility criteria does not entitle a candidate to be selected.
 7. Preference will be given to the retrenched employees of Sessions Divisions of State of Punjab.
 8. The reservation of vacancies is as per the policy of Hon'ble High Court as well as of Punjab Government. Further, if no candidate of reserved category is available then appointment will be made from General Category as per explanation to Rule (iii) of Chapter-18, Part-A, Volume-I of Punjab Subordinate Courts Establishment (Recruitment and General Conditions of Services) Rules, 1997.
 9. The benefit of relaxation in age and reservation will not be extended to the applicants of reserved categories of other states (except age relaxation to Government employees as provided in Rules). These applicants are required to apply under General category.
 10. The candidate will be solely responsible to appear in the tests. It is clarified that permission to appear in the test is only provisional and all the other required criteria for the post of Clerk on adhoc basis and Stenographer Grade-III, on adhoc basis, would be considered separately lateron by scrutinizing the applications. Also the objections/discrepancies, if any, in such applications would be considered lateron and the candidates would be considered for the post only, if their candidature/application is found in order.
 11. All candidates must mention their contact number and email ids in their application forms.
 12. The pay/salary with regard to the post of Clerk and Stenographer Grade-III on adhoc basis, shall be admissible as per latest instructions issued by the Hon'ble High Court of Punjab and Haryana, Chandigarh or by the Government of Punjab.
 13. It is to make amply clear that no bookseller or agent has been authorized to collect application forms from the candidates. As such, any parcel received from any such agency containing application forms in bulk would not be entertained.
 14. No request for any sort to make up deficiency in the application form would be entertained after the due date nor this office shall entertain any call or conversation regarding receipt of application forms as well as their tracking.
 15. Number of abovesaid posts, may be increased or decreased due to administrative exigency or otherwise. In case of cancellation/postponement of tests due to administrative reasons, this office shall not be responsible and same will be notified on official website of this office i.e. <https://districts.ecourts.gov.in/ferozepur>.

(Sumeet Malhotra),
District and Sessions Judge,
Ferozepur.

Dated 17/05/2025

Endst.No. 4567 /EB

A copy is forwarded to :-

1. All the District and Sessions Judges in the State of Punjab (through email) with the request to obtain and send applications alongwith service record of retrenched/surplus employees, if any, to this office on or before 06.06.2025 before 05:00 PM and to get the same displayed on the Notice Board of their Courts.
2. The Deputy Commissioner, Ferozepur with a request to get it displayed on the

- Notice Board of her office.
3. All the Judicial Officers posted in Ferozepur Sessions Division with the request to get the notice displayed on the Notice Board of their respective Court and copy be also given to Daftri of this office for similar compliance.
 4. The District Employment Generation and Training Officer, Ferozepur, for sending the list of eligible candidates to this office, on or before **06.06.2025**.
 5. System Officer of this office to upload the same on the official website of this Court.

(Sumjet Malhotra),
District and Sessions Judge,
Ferozepur.