

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, KAPURTHALA  
PUBLIC NOTICE

Applications on plain paper with complete bio-data, as per attached proforma **including contact number/mobile number/email id** alongwith attested copies of relevant testimonials i.e. proof of qualification, date of birth, category belonging to, two passport size photographs out of which one should be pasted on the right upper side of the application, are invited in the office of District and Sessions Judge, Kapurthala, on or before **23.06.2025 upto 05.00 p.m.**, to fill up 08 posts of Stenographer Grade-III on ad hoc basis, as well as, 14 posts of Clerk on ad hoc basis, for the period of six months or till the regular appointments are made by the Hon'ble High Court, whichever is earlier, as per detail given below:-

Sr. No	Post	No. of Posts	Scale	Qualification
1	Stenographer Gr.III (on adhoc basis)	<b>Total = 08 (Eight)</b> 1. SC (Mazhbi/Balmiki) (Woman) – 01 2. Ex.serviceman (Woman) – 01 3. B.C. (Women) – 01 4. General (EWS) (Woman) – 01 5. Handicapped (Woman) – 01 6. Ex-serviceman – 01 7. BC – 01 8. SC (Mazhbi/Balmiki) - 01	Fixed monthly emoluments of Rs.29,200/- as per instructions issued by the Hon'ble High Court vide letter No.1230 Spl.E.II/VII.B.4(Pb.)7-E dated 03.12.2024, subject to the outcome of SLP preferred by the State of Punjab against the Judgment dated 16.02.2023.	A degree of B.A./B.Sc or equivalent thereto from recognized university and has passed matriculation examination with Punjabi as one of the subject and pass a test at a speed of 80 W.P.M. in English Shorthand & 20 W.P.M. in transcription of the same and having proficiency in computers (Word Processing and Spread Sheets).
2	Clerk (on adhoc basis)	<b>Total = 14 (Fourteen)</b> 1. General – 05 2. Ex.serviceman (Woman) – 01 3. General (EWS) (Woman) – 01 4. Handicapped (Woman) – 01 5. General (Woman) – 02 6. Ex-serviceman – 01 7. General (EWS) – 01 8. SC Ex.serviceman (Mazhabi/Balmiki) – 01 9. Sportsman (Woman) – 01	Fixed monthly emoluments of Rs.29,200/- as per instructions issued by the Hon'ble High Court vide letter No.1230 Spl.E.II/VII.B.4(Pb.)7-E dated 03.12.2024, subject to the outcome of SLP preferred by the State of Punjab against the Judgment dated 16.02.2023.	A degree of B.A./B.Sc or equivalent thereto from recognized university and has passed matriculation examination with Punjabi as one of the subject & having proficiency in operation of computers.

**Note.**

1. Candidates who are applying for the post of **Clerk** shall have to take a written examination in the following subjects:-

Sr.No.	Subject	Max. Marks	Qualifying Marks
1.	English Composition	50	33%
2.	General Knowledge	50	33%

No candidate shall be considered for appointment unless he obtains 40% marks in aggregate in the written examination and having proficiency in operation of computers.

2. The candidates shall have to appear for test/examination alongwith proof of identity and other relevant original testimonials.

3. Incomplete applications will be rejected. The Candidates should mention the name of the post for which he has to apply, on the application as well as on the envelope of the application.
4. The candidates should be between the age of 18 to 37 years as on 01.01.2025. Relaxation in age will be given to the candidates who belong to reserved categories as per the instructions of the Hon'ble High Court as well as the instructions issued by the Punjab Government from time to time.
5. If, no candidate from reserved category is found suitable then the said post will be offered to the candidate belongs to General Category.
6. The candidates from all the categories can apply.
7. The office reserves the right to cancel or postpone the test/examination for the said posts owing to some administrative reasons without any prior intimation.
8. The Pay/Salary with regard to aforesaid posts of all categories, shall be admissible as per latest instructions issued by the Hon'ble High Court or by the Government of Punjab, as the case may be.
9. The number of posts may be increased or decreased.
10. The date of test/examination for the aforesaid posts will be displayed on the website of this Sessions Division i.e. <https://kapurthala.dcourts.gov.in> under the tab “**Notices--** → **Recruitments**”. The candidates are directed to regularly check the official website of this office for any further information.
11. No separate letter will be issued with regard to the date of test/examination.
12. No T.A./D.A. will be paid.
13. Any information regarding the abovesaid posts can be obtained from the office of undersigned, on contact number **01822-297201**.

**Sd/-**  
District & Sessions Judge,  
Kapurthala

Endst.No. **4870**

Dated **29.05.2025**

**PROFORMA**

**Application for the post of \_\_\_\_\_**

1.

Name (IN CAPITAL LETTERS)

:

2.

Father's/Husband's name

:

3.

Date of Birth

:

4.

Qualification

:

5.

Category

:

6.

Permanent Address

:

7.

Correspondence Address

:

8.

Nationality

:

9.

Contact Number

:

10.

Email ID

:

Place:\_\_\_\_\_  
Dated:\_\_\_\_\_

(Signature of the applicant)