

ANNEXURE-B

APPLICATION PROFORMA

APPLICATION FOR THE POST OF _____ (CLERK OR STENOGRAPHER GRADE-III ON ADHOC BASIS) IN THE OFFICE OF DISTRICT & SESSIONS JUDGE, BARNALA

(Post applied for should be filled in the Blank column, in case not filled, application will be rejected.)

1	Name (in Block Letters)		Recent Passport Size Photograph
2	Father/Husband's Name		
3	Date of Birth (Attach proof)		
4	Category (Attach proof for reserved category)		
5	Nationality		
6	Communication Address		
7	Contact No. (Mandatory)		
8	Email Address		
9	Whether passed Matriculation Examination with Punjabi as one of the subject		
10	Educational Qualification		

Name of Examination	Board/ University/ Equivalent Institution	Year of passing	Marks secured	Total Marks	% age of marks
Graduation					
Post-Graduation					

NOTE: GRADES SHOULD BE CONVERTED IN TO PERCENTAGE AS PER CRITERIA OF THE CONCERNED BOARD/ UNIVERSITY AND COPY OF CRITERIA SHOULD BE ENCLOSED.

11 Experience of Judicial Department

Name of the Sessions Division	Post held	Period of Service*	
		From	To

* Attach Experience Certificate of Judicial Department.

Declaration:-

I have read the terms and conditions of the Advertisement and agree to the same. I hereby certify that the above said particulars are correct and true to the best of my knowledge and nothing have been concealed therein and in the case found false, my candidature will be liable to be rejected. I shall appear for the test at my own responsibility.

Place: _____

Date: _____

Signature of the Applicant

OFFICE OF THE DISTRICT & SESSIONS JUDGE, BARNALA

EMPLOYMENT NOTICE

No. 6534/EB

Dated 03.09.2025

Applications are invited for filing up 25 posts of Clerk and 07 posts of Stenographer Grade-III (on adhoc basis), against vacant posts, initially for a period of six months or till the regular appointments are made by the Hon'ble Punjab and Haryana High Court, Chandigarh, whichever is earlier, from eligible candidates on the prescribed Proforma (Annexure-B) along with attested copies of relevant testimonials i.e. proof of qualification, date of birth, category etc. along with two passport size photographs (one to be affixed on the right upper side of the prescribed Proforma (Annexure-B). The applications must reach in the Office of "The District and Sessions Judge, Barnala" either by registered post or by hand on or before 25.09.2025 till 05:00 P.M. The details of the posts qualifications and eligibility criteria are as follows:-

Post	No. of Posts	Pay	Qualification
Clerk (Adhoc)	Total = 25 General- 6 General (Women)- 1 General (EWS)- 1 General (EWS) (Women)- 2 SC-Mazbi Sikh/Balmiki of Punjab- 2 SC-Mazbi Sikh/Balmiki (Women) of Punjab- 1 SC-Other (Men) of Punjab- 2 SC-Other (Women) of Punjab- 2 SC ESM (Men)- 1 BC (Men)- 1 BC ESM (Men)- 1 Sportsman-1 PHC of Punjab (Visual Disability)- 1 ESM (General) (Women)- 2 ESM (General)- 1	Fixed monthly emoluments of Rs.29,200/- as per letter bearing No.1230 Spl/E.II/VI-I.B.4 (Pb.) 7-E dated 03.12.2024 of Hon'ble Punjab and Haryana High Court, Chandigarh, subject to any further revision and as per latest instructions/clarifications received from Government of Punjab and duly adopted by Hon'ble Punjab and Haryana High Court, Chandigarh.	The candidate should possess a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and has passed Matriculation Examination with Punjabi as one of the subject and having proficiency in the Computer Application (Word Processing and Spread Sheet)
Stenographer Grade III/ Steno-typist (Adhoc)	Total = 07 General (Men)- 02 SC-Mazbi Sikh/Balmiki of Punjab-02 SC-Other (Men)- 01 ESM (Women)- 01 General EWS (Women)- 01		

****The Age of Candidate as on 01.09.2025 should be 18 to 37 years for General Category.**

****Age relaxation shall be applicable to the candidates belonging to reserved categories as per Punjab Government and Hon'ble High Court rules and instructions.**

Posts will be filled up on the basis of following Qualifying Criteria : -

FOR THE POST OF CLERK			For the post of Stenographer Grade III/ Steno-typist
The applicant shall have to take a written examination as per following details			The candidate should pass a test at a speed of 80 W.P.M. in English shorthand and 20 W.P.M. in Transcription of the same and have proficiency in computers (Word Processing and Spread Sheets).
Subject	Max. Marks	Qualifying Marks	
English Composition	50	33%	
General Knowledge	50	33%	
Out of Candidates who qualify the written examination, the number of candidates as decided by this Office may be called for Computer Proficiency Test.			

Venue and schedule test will be notified later on the website of this office i.e. "<https://barnala.dcourts.gov.in/notice-category/recruitments/>." (Barnala Page). No separate letters will be issued for the same, as such the candidates are advised to check the website in routine for further information.

NOTE:-

- * **The Number of above said posts may increase or decrease due to administrative exigencies. In case of any administrative reason arising later on, the recruitment for the aforesaid posts can be cancelled/ postponed and this office will not be responsible for the same. Any such change will be notified on official website of this Office "<https://barnala.dcourts.gov.in/notice-category/recruitments/>." (Barnala Page).**
- * Preference for appointment to the post of Clerk on an adhoc basis, shall be accorded to Candidates possessing prior experience, as a Clerk, within the Judicial Department, subject to the production of such Experience Certificate and condition that no adverse remarks have been recorded against the candidate by the said Judicial Department.
- * Preference for appointment to the post of Stenographer on an adhoc basis, shall be accorded to Candidates possessing prior experience, as a Stenographer, within the Judicial Department, subject to the production of such Experience Certificate and condition that no adverse remarks have been recorded against the candidate by the said Judicial Department.
- * The reservation policy shall be followed as per the norms fixed by Punjab Government as well as Hon'ble Punjab & Haryana, High Court, Chandigarh.
- * The posts of reserved category may be offered to the candidates of General Category in case no suitable candidate from the reserved category is found available.
- * Candidate belonging to reserve category will have to attach a copy of valid certificate issued by the authorities concerned along-with the application form (Annexure-A) otherwise their applications shall be treated as General category.
- * Merely fulfillment of the eligibility criteria will not confer any right to appointment. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria mentioned therein the advertisement.
- * While mentioning marks obtained in the Educational Qualification column of the application form grades should be converted in to percentage by the applicant himself/ herself as per criteria of the concerned board/university/equivalent institution and copy of the said criteria should also be enclosed with the application form.
- * The candidates are advised to attach only relevant documents with the application form (Annexure-B) at the time of submission of the same. The incomplete and incorrect application forms and those which are not in prescribed proforma shall be rejected summarily without any notice.
- * Applications received after 05:00 PM on 25.09.2025, either by registered post or otherwise shall not be entertained.
- * In case any of the candidate is to apply for more than one post, he/she will have to submit separate application to each of the post completing all the requirement.
- * All the candidates must bring original testimonials with them at the time of interview. No T.A/D.A will be given to the candidates appearing for the test/interview.
- * A written test (English composition and General Knowledge) and computer proficiency test will be conducted for the posts of Clerk (on adhoc basis). A shorthand and computer proficiency test for the post of Stenographer Grade-III (on adhoc basis) will be conducted. Venue and schedule of the tests/interview will be uploaded on the official website of this Sessions Division later on. No separate call letter will be issued, in this regard.

-Sd-
(B.B.S. Teji)
District and Sessions Judge,
Barnala.