

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, PALWAL

NOTICE OF PUBLIC EMPLOYMENT

Applications are invited from General Public to fill up 10 (*existing & anticipated*) vacant posts of **Stenographer Grade-III (English)** and applications for filling up 59 (*existing and anticipated*) vacant posts of **Clerk(s)** purely on ad-hoc basis on consolidated pay of Rs.25,500/- per month, initially for a period of **six months** or till regular appointments are made or, till regular Stenographer Gr.III working in this Sessions Division becomes eligible for their promotion as Stenographer Gr.II, whichever is earlier. Category-wise break up of the said posts is as under:-

STENOGRAPHER GRADE-III (ENGLISH) (AD HOC BASIS)

Total Number of vacancies	General	SC of Haryana		BC of Haryana		PwBD of Haryana Cat. (a) & (c) only two categories i.e. Low Vision & Lower Limb disability have been identified as suitable for the said post by Hon'ble High Court.	EWS of Haryana	ESM of Haryana					ESP of Haryana (Eligible Sports Person)
		DSC	OSC	BC-A	BC-B			Gen	SC		BC-A	BC-B	
									DSC	OSC			
10	03	1	1	1	1	1	1	1	--	--	--	--	--

CLERK (ENGLISH) (AD HOC BASIS)

Total Number of vacancies	General/ Unreserved.	SC of Haryana		BC of Haryana		PwBD of Haryana				EWS of Haryana	ESM of Haryana					ESP of Haryana (Eligible Sports Person)
		DSC	OSC	BC- A	BC- B	LV	HH	OA, BA, OL, BL,OAL, LC,Dw, AAV	SLD, MI, MD		Gen.	SC		BC-A	BC- B	
												DSC	OSC			
59	20	6	4	6	4	1	1	1	-	6	4	1	-	2	2	1

Abbreviation :-

SC (DSC): Deprived Scheduled Caste;
SC (OSC): Other Scheduled Caste;
EWS: Economically weaker Section;
ESP: Eligible Sports Person;
PwBD : Persons with Benchmark Disabilities
OA: One Arm;

BA: Both Arms;
OL: One Leg;
OAL: One Arm and One Leg;
LC : Leprosy Cured;
DW: Dwarfism;
AAV: Acid Attack Victim.

1. Educational Qualifications for the post of Stenographer Gr.- III :

Appointment to the post of Stenographer shall be made by direct recruitment from Candidates who possesses a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university.

2. Educational Qualifications for the post of Clerk :

No candidate for direct recruitment shall be eligible to apply for the post of Clerk, unless he holds a degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized university and has passed matriculation examination with Hindi as one of the subject.

3. Age:

No person shall be recruited to the service if he/she is less than **18 years or is more than 42 years of age as on 01.01.2026**. Provided further that in case of candidate belonging to Scheduled Caste and other Backward Classes/Reserved Categories, the upper age limit shall be such as may be fixed by the Government from time to time.

MODE OF SELECTION

4. As per Rule 7(vi) of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997, mode of selection for the Post of Stenographer Gr-III will be as under:-

Candidates for the post of Stenographers Grade-III will have to qualify the **English Shorthand Test at the speed of 80 w.p.m. and its transcription at the speed of 20 w.p.m. on Computer**. The candidates will also have to qualify the Computer Proficiency Test (*word processing and spreadsheet*). However, Computer Proficiency Test would only be qualifying in nature and its marks would not be counted towards the final merit.

5. As per Rule 7(vii) of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997, mode of selection for the Post of Clerk will be as under:-

For the post of Clerks, the candidates shall have to take a written examination in the following subjects:-

Sr. No.	Duration	Subject	Type of Exam	Maximum Marks	Qualifying marks
1.	‘02’ hours	General Knowledge	Objective	50	33% 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	Objective	20	
			Subjective (Essay, Letter, Precis, Translation)	30	
		Total Marks		100	

Thereafter, out of total candidates, who will qualify the written examination, the number of candidates as decided by the Selection Committee will be called for Computer Proficiency Test (CPT) i.e. to access the proficiency of candidates in operation of Computer, which is mandatory, however, the marks of this Computer Proficiency Test would not be counted in determining the final merit as this test is only qualifying in nature.

Computer Proficiency Test shall comprise of two parts.

In Part- I, candidates will have to qualify **Spread Sheet Test/Excel**, 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.** Thereafter, Select List of the qualified candidates will be prepared strictly on the basis of merit.

6. Reservation:

i.) The benefit of reservation will be given to the those SC (DSC, OSC), BC-A, BC-B, ESM, EWS, ESP candidates, who are *bonafide* resident of Haryana State and submit their application(s) against reserved category post. The reserved category candidates belonging to other States/Uts, will be allowed to compete against the posts meant for General Category only and will be considered as General Category candidates.

ii.) With regard to the PwBD category category posts, in case, a particular suitable PwBD candidate as per the advertisement is not available, then the other suitable PwBD candidate will be accommodated, if permitted by the selection Committee, as per the instructions applicable.

iii.) As per explanation to Rule 7 (iii) of Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997 '***Where No candidate of reserve/ category is available then appointment would be made from general category***'.

7. Date and place of Examination/Test

Date and place of the examination/test for both the posts will be published on the official website of Palwal Sessions Division i.e. <https://palwal.dcourts.gov.in/notice-category/recruitments/> in due course. No separate letter will be issued in this regard. **It shall be the responsibility of the candidates to keep themselves updated about the same after due dates.**

8. The selection for the aforesaid posts shall be made strictly in accordance with the provisions of Rule 7 of the Haryana Subordinate Courts Establishment (Recruitment and General Conditions of Service) Rules, 1997.

9. Last Date:

The last date for receipt of the applications (*for both the posts of Stenographers & Clerks*) either by post or by hand in the office of the District and Sessions Judge, Court Complex at Village Kuslipur, Palwal, Haryana, 121102, shall be **10.03.2026 up-to 05:00 pm**. No application received thereafter shall be entertained in any case and out-rightly rejected without any further correspondence. Delay on the part of the postal or other authorities shall be no ground for entertaining the applications received after due date. **Applications received through e-mail would not be entertained/accepted in any manner.** Similarly, application, if any, received before the date of issuance of public notice shall not be entertained, in any manner. The application should be addressed to the **"The District and Sessions Judge, Palwal"**. If the candidate submits one application for both posts the same will be deemed to be rejected. **The candidate shall submit separate application for each post** on plain paper duly affixed with his/her latest one passport size photograph on its top, containing details and particulars i.e. name, father's/husband's name, date of

birth, gender, education qualification, category of reservation (mandatory), if any, (in case of reserved categories, certificate issued by the competent authority duly attested must be attached) mobile number, permanent and present postal address and experience, if any, along-with attested copies of relevant certificates, as per proforma attached.

10. The applicants should disclose all their educational qualifications and other declaration/ certificate in the application form. Non-disclosure thereof may disqualify the concerned candidate for appointment and may also render him/her liable for prosecution under relevant provisions of law.

11. Incomplete applications or applications received without requisite documents shall be rejected straightway without assigning any reason whatsoever. No correspondence, whatsoever shall be entertained in respect of incomplete applications or those which are refused by this office for receipt after expiry of the last date i.e. **10.03.2026**.

12. Unsigned applications will be deemed to be rejected. The applications for the candidates, who are under-age and over-age will also be deemed to be rejected. Category mentioned in the application by a candidate once made will not be allowed to be changed. However, list of candidates found eligible after scrutiny of applications as well as the rejection list would be uploaded on the website of this office after 10.03.2026.

13. Proforma of application forms for the post of Stenographer Grade-III and Clerk are available on the official website of District Courts, Palwal i.e. <https://palwal.dcourts.gov.in/notice-category/recruitments/>.

14. The decision of the Selection Committee in all matters relating to acceptance or rejection of any application, eligibility/ suitability of the applicants mode/ criteria for selection etc. shall be final and binding on the applicants/ candidates.

15. The aforesaid vacancies will be filled-up, for a period of six months or till regular appointments are made by the Hon'ble High Court of Punjab and Haryana, Chandigarh, whichever is earlier.

16. The said appointments are required to be issued exclusively for the newly appointed Trainee Judicial Officers. At present, four Trainee Judicial Officers have already joined the Palwal Sessions Division, and one additional Trainee Judicial Officer is expected to join in the month of June 2026 upon completion of the induction training programme. Accordingly, appointment letters to the Clerks and Stenographers intended for the said Trainee Judicial Officers shall be issued at the time of their actual joining, or in accordance with the decision to be taken by the Selection Committee after due consultation with the Hon'ble High Court, as deemed appropriate.

Dated : 17.02.2026

**Sd/-
District and Sessions Judge,
Palwal**