

**OFFICE OF THE DISTRICT & SESSIONS JUDGE, MOGA.**

**Public Notice**

Applications, for filling up of 31 posts (including 6 anticipated vacancies) of Clerk and 11 posts (including 6 anticipated vacancies) of Stenographer Grade-III, on adhoc basis, for a period of six months or till regular appointments are made by the Hon'ble High Court, whichever is earlier, are invited up to 21.04.2025 at 5:00 pm, from the eligible candidates, on the prescribed proforma (given below) by mentioning complete bio-data and accompanied by self attested copies of testimonials i.e. proof of qualification, date of birth, category, contact no., two passport size photographs, one should be pasted on the right upper side and second attached on prescribed proforma. Further details are given below:-

**(A.) Clerks (Adhoc basis)**

Number of Posts		Emoluments	Qualification	Age as on 01.01.2025
Actual vacancies				
General	6	General	2	Rs. 29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble Punjab and Haryana High Court, subject to the outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023.
General (EWS)	2	SC of Punjab (Others)	1	A degree of Bachelor of Arts or Science or its equivalent thereto from a recognized University and should have passed Matriculation with Punjabi as one of the subject. The candidate should have proficiency in operation of computers and to qualify the written test in General English and General Knowledge.
General (EWS, Women)	2	BC/OBC of Punjab, Women	1	18 to 37 years as on 01.01.2025 with the relaxation in age to the reserved categories as per rules/instructions issued by Punjab Government, from time to time.
SC of Punjab (Mazhbi Sikh/Balmiki)	2	Ex-Serviceman (General)	1	
SC of Punjab (other SC)	2	Sportsman (SC of Punjab(Mazhbi Sikh/Balmiki))	1	
SC of Punjab (other SC, Women)	2	Total	6	
BC/OBC of Punjab	1			
PwBD (Lower Limb Disability)	1			
PwBD (Lower Limb Disability, Women)	1			
Ex-Serviceman (General)	1			
Ex-Serviceman (General, Women)	2			
Ex-Serviceman (SC, Mazhbi Sikh/Balmiki)	1			
Ex-Serviceman (BC/OBC))	1			
Sportsperson (General, Women)	1			
Total	25			

**(B.) Stenographers Grade-III (Adhoc basis)**

Number of Posts		Emoluments	Qualification	Age as on 01.01.2025
Actual vacancies				

General	2	General	1	Rs. 29,200/- per month as per letter dated 12.09.2024 of the Government of Punjab read with letter dated 03.12.2024 of the Hon'ble Punjab and Haryana High Court, subject to the outcome of the SLP preferred by the State of Punjab against the judgment dated 16.02.2023.	A degree of bachelor of Arts or Science or its equivalent thereto from a recognized University and should have passed matriculation with Punjabi as one of the subject and to pass a test at a speed of 80 W.P.M in English shorthand and 20W.P.M. in transcription of the same and having proficiency in operation of computers(word processing and spread sheets).	18 to 37 years as on 01.01.2025 with the relaxation in age to the reserved categories as per rules/instructions issued by Punjab Government
General (Women)	1	General (Women)	1			
SC of Punjab (Mazhabi Sikh/Balmiki)	1	General (EWS), Women	1			
SC of Punjab (Mazhabi Sikh/Balmiki, Women)	1	SC of Punjab (Others), Women	1			
Total	5	PwBD (Lower Limb Disability, Women)	1			
		Ex-Serviceman (General, Women)	1			
		Total	6			

### **SELECTION CRITERIA OF CLERKS (ADHOC BASIS)**

Candidates shall have to take a written examination, as per following details:-

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

- No candidates shall be considered for appointment unless he/she obtains 40% marks in aggregate in the written examination.

Out of candidates, who qualify the written examination, the number of candidates, as decided by this office, may be called for Computer Proficiency Test.

### **SELECTION CRITERIA OF STENOGRAPHER GRADE-III(ADHOC BASIS)**

Candidates 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 and having proficiency in operation of computers (word processing and spread sheets).

### **DATE, TIME AND VENUE OF TEST**

**FOR CLERKS (ADHOC BASIS)** on 29.04.2025 (Tuseday) from 11:00 AM to 01:00 PM at Guru Nanak College, Main Bazaar, near Nature Park, Friends Colony, Moga (Punjab).

**FOR STENOGRAPHERS GRADE-III (ADHOC BASIS)** on 29.04.2025 (Tuseday) from 02:00 PM onwards, at Guru Nanak College, Main Bazaar, near Nature Park, Friends Colony, Moga (Punjab).

### **NOTES:-**

1. The number of abovesaid posts may be increased or decreased, due to administrative exigencies. In case of any administrative reason arising lateron, the recruitment for the

aforesaid posts can be cancelled/postponed and this office will not be responsible for the same. However, notice in this regard will be notified on the official web-site of this office <https://moga.dcourts.gov.in>.

2. The posts of the reserved category will be offered to the candidates of the General category, in case no candidate from reserve category is found suitable/available.
3. Merely satisfying eligibility criteria do not entitle a candidate to be selected. The undersigned reserves the right to alter/modify or change any of the terms and conditions including selection criteria etc. spelt out in the advertisement. In case, number of applications are more than the manageable limits, undersigned reserves the right, to screen the applications on the basis of marks obtained in Graduation, in order to shortlist the candidates for the requisite Tests.
4. 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.
5. Application on prescribed proforma should be legibly filled up with complete particulars in CAPITAL LETTERS preferably. Candidate has to send the “signed application form” along with all required supporting documents. Applications shall be sent to this office only by hand or by post in an envelope which should super scribed with “APPLICATION FOR THE POST OF CLERK ON ADHOC BASIS” OR “APPLICATION FOR THE POST OF STENOGRAPHER GRADE-III ON ADHOC BASIS”. Applications sent by any other mode viz. email, fax etc. shall not be considered.
6. Candidates have to apply separately for each post, if he/she wants to apply for more than one post.
7. The incomplete and incorrect application form and those which are not in prescribed proforma shall be rejected summarily without any notice.
8. Applications received after due date and time either by post or otherwise shall not be entertained.
9. No T.A./D.A. will be given to the candidates appearing for the test.
10. All candidates must mention their contact numbers in their application forms.

Encl.: Application Proformas.

Sd/-  
District & Sessions Judge,  
Moga. 04.04.2025

Endst. No. 1361 /EB

Dated 04.04.2025

Copy forwarded to:-

1. All the District & Sessions Judges, in the State of Punjab, through e-mail with the request to obtain and send the applications along with service record of retrenched/surplus officials, if any to this office on or before the date mentioned above.
2. All the Judicial Officers of this Sessions Division, to displayed the said notice, on notice boards of their respective Courts.
3. The District Employment Generation and Training Officer, Moga for sending the list of eligible candidates to this office on or before 21.04.2025.
4. System officer of this Sessions Division, to upload the said Notice on the official website of this Sessions Division.
5. Be pasted on the Notice board of this court, by daftari.

Sd/-  
District & Sessions Judge,  
Moga.04.04.2025

(PROFORMA)

**OFFICE OF DISTRICT & SESSIONS JUDGE, MOGA.**

**APPLICATION FOR THE POST OF STENOGRAPHER GRADE III (ON ADHOC BASIS)**

1. Name (in Block Letters)					
2. Father/Husband's Name					
3. Date of Birth (Attach proof)					
4. Category (Attach proof for reserved category)					
5. Nationality					
6. Communication/Permanent Address.					
7. Contact No. (Mandatory)					
8. Email Address					
9. Whether passed Matriculation Examination with Punjabi as one of the subject					
10. Experience (if any)					
11. 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.

**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 case found false, my candidature will be liable to be rejected.

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

Date: \_\_\_\_\_

**Signature of the Applicant**

(PROFORMA)

**OFFICE OF DISTRICT & SESSIONS JUDGE, MOGA.**

**APPLICATION FOR THE POST OF CLERK (ON ADHOC BASIS)**

1. Name (in Block Letters) \_\_\_\_\_

2. Father/Husband's Name \_\_\_\_\_

3. Date of Birth (Attach proof) \_\_\_\_\_

4. Category  
(Attach proof for reserved category) \_\_\_\_\_

5. Nationality \_\_\_\_\_

6. Communication/Permanent Address. \_\_\_\_\_

7. Contact No. (Mandatory) \_\_\_\_\_

8. Email Address \_\_\_\_\_

9. Whether passed  
Matriculation Examination \_\_\_\_\_  
with Punjabi as  
one of the subject

10. Experience (if any) \_\_\_\_\_

11. 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.

**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 case found false, my candidature will be liable to be rejected.

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

Date: \_\_\_\_\_

**Signature of the Applicant**