OFFICE OF THE DISTRICT AND SESSIONS JUDGE, HISAR

NOTICE OF PUBLIC EMPLOYMENT

Annexure-A

Applications for filling up 26 (existing and anticipated) vacant posts of Stenographer Grade-III (English) **AND** applications for filling up 26 (existing and anticipated) vacant posts of Clerk purely on **adhoc basis** on consolidated pay of Rs. 25,500/- per month, initially for a period of six months or till regular appointments are made, whichever is earlier, in Hisar Sessions Division, are hereby invited from general public, as per the details given below :-

STENOGRAPHER GRADE-III (ENGLISH) (ADHOC BASIS)

Total Post	General	General (ESM)	EWS	DSC	OSC	DSC (ESM)	BC-A	BC-A (ESM)	BC-B	PwBD (LV-Low Vision)	PwBD (HH-Hard of hearing)	Eligible Sports Persons (OSC)
26	09	02	03	02	01	01	02	01	02	01	01	01

CLERK (ADHOC BASIS)

Total Post	General	General (ESM)	EWS	DSC	OSC	OSC (ESM)	BC-A	BC-A (ESM)	BC-B	BC-B (ESM)	PwBD (LV) OA-One Arm BA- Both Arms OL- One Leg BL- Both Legs OAL- One Arm & one Leg Dw- Dwarfism AAV- Acid Attack victim	Eligible Sports Persons (BC-B)
26	08	02	02	03	02	01	03	01	01	01	01	01

Educational Qualifications :

Candidates, for the post of **Stenographers Grade-III and Clerks**, should have possess a degree of Bachelor of Arts or Science or equivalent thereto from a recognized University. He/she should have passed matriculation examination with Hindi as one of the subject and must have proficiency in operation of Computers.

Age :

The minimum age limit of a candidate for appointment to the aforesaid posts shall be 18 years and the upper age limit shall be in accordance with the latest instructions of the Haryana Government in this regard to be calculated as on 31.01.2026.

In the case of candidates belonging to DSC/OSC and Backward Class-A and B of Haryana State and persons already in Government employment, the upper age limit shall be such as may be fixed by the Haryana Government from time to time.

Mode of Selection for the post of Stenographer Grade-III

Candidates for the post of Stenographers Grade-III will have to qualify the English Shorthand Test and its Transcription at the speed of 80 w.p.m. and 20 w.p.m. respectively on Computer. The candidates will also have to qualify the Computer Proficiency Test. Marks of Computer Proficiency Test would not be counted towards the final merit as it is only qualifying in nature.

Date and place of examination/Test

Date and place of the examination will be informed on the website https://hisar.dcourts.gov.in/notice-category/recruitments/. No separate letter will be issued. It shall be the responsibility of the candidates to keep themselves updated about the same.

Mode of Selection for the post of Clerk

The selection for the post of Clerks will be made on the basis of a written examination in the subjects of (i) English Composition and (ii) General Knowledge consisting of 50 marks each. No candidate shall be considered for appointment unless he/she obtains 40% marks in agreegate (33% qualifying marks in each subject) in the written examination. The candidates who would qualify the prescribed written test shall be called for Computer Proficiency Test. The candidates will have to qualify Computer Typing Test in English at the speed of **30 w.p.m.** Marks of Computer Proficiency Test would not be counted towards the final merit as it is only qualifying in nature.

Date and place of examination/Test

Date and place of the examination will be informed on the website https://hisar.dcourts.gov.in/notice-category/recruitments/. No separate letter will be issued. It shall be the responsibility of the candidates to keep themselves updated about the same.

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.

Last date of receipt of applications shall be 20.01.2026. No application received thereafter shall be entertained in any case. The application should be address to the **"The District and Sessions Judge, Hisar"** and should reach this office i.e. **The District and Sessions Judge, Hisar** either by registered post or by hand, well before the last date i.e. 20.01.2026 upto 5:00 PM. **No advance copy of application shall be entertained and application sent through e-mail will not be accepted in any case.** 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 particulars i.e. name, father's/husband's name, date of birth, sex, education qualification, category of reservation (mandatory), if any, mobile number, permanent and postal address and experience, if any, alongwith attested copies of relevant certificates.

Application forms for the post of Stenographer Grade-III and Clerk will also be available on the website of District Courts, Hisar i.e. **https://hisar.dcourts.gov.in/notice-category/recruitments/**

The incomplete applications and filled without photographs and attested copies of the relevant testimonials/certificates and received after due date or before the date of advertisement shall be out-rightly rejected without any information to the candidates.

Unsigned applications will be deemed to be rejected. The applications for the candidates, who are underage and overage will also be deemed to be rejected. Category mentioned in the application by a candidate once made will not be allowed to be changed.

The number of vacancies may increase or decrease. In case of non-availability of candidates belonging to reserved category, then the posts may be filled up from amongst the candidates available in

unreserved category, subject to availability, in terms of explanation to Rule 7 of the Haryana Subordinate Court Establishment (Recruitment and General Conditions of Service) Rules, 1997.

No separate call letters for the stenography test, written test, computer proficiency test and computer typing test to be conducted shall be issued to any candidate and candidates are advised to see public notice to be affixed on the notice board of the Court of undersigned as well as on the website of District Courts, Hisar i.e. **https://hisar.dcourts.gov.in/notice-category/recruitments/** Candidates shall bring their original testimonial and identity proof at the time of tests. No TA/DA will be given to any candidate(s) whosoever appears for the tests.

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

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. The appointment letters will be issued to the selected candidates only on joining of newly appointed Judicial Magistrates in Hisar Sessions Division.

Sd/-
District and Sessions Judge,
Hisar.

Dated :- 02.01.2026

To

Learned District and Sessions Judge,
Hisar.

Paste your recent Passport size Photograph duly attested

Subject :- **Application for the post of Clerk on adhoc basis**

Respected Madam,

I have the honour to submit that I have come to know that some posts of Clerk on adhoc basis are lying vacant under your kind control. I offer my services for the same. My bio-data and other particulars are as under :-

Name (In Capital Letters)	
Father's/Husband's Name	
Date of Birth	
Sex	
Marital Status	
Category (mandatory), if any (Alongwith attested copy of certificate issued by the competent authority)	
Educational Qualification	
Permanent Address	
Postal Address	
Experience, if any	
Contact/Mobile No.	

Yours faithfully,

(Signature of applicant)

To

Learned District and Sessions Judge,
Hisar.

Paste your recent Passport size Photograph duly attested

Subject :- **Application for the post of Stenographer Grade-III (English) on adhoc basis**

Respected Madam,

I have the honour to submit that I have come to know that some posts of Stenographer Grade-III (English) on adhoc basis are lying vacant under your kind control. I offer my services for the same. My bio-data and other particulars are as under :-

Name (In Capital Letters)	
Father's/Husband's Name	
Date of Birth	
Sex	
Marital Status	
Category (mandatory), if any (Alongwith attested copy of certificate issued by the competent authority)	
Educational Qualification	
Permanent Address	
Postal Address	
Experience, if any	
Contact/Mobile No.	

Yours faithfully,

(Signature of applicant)