

OFFICE OF THE DISTRICT AND SESSIONS JUDGE, GURUGRAM
NOTICE OF PUBLIC EMPLOYMENT

Applications are invited from General Public to fill up **75** (existing and anticipated) vacant posts of **Stenographer Grade-III (English)** AND applications for filling up **80** (existing and anticipated) vacant posts of **Clerk** 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, whichever is earlier. Category-wise break up of the said posts is as under :

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

No. of total post	General	EWS	SC		BC		PwBD	ESP	Ex. Servicemen (ESM)				
			DSC	OSC	A	B			Genl	SC (DSC)	SC (OSC)	BC-A	BC-B
75	25	07	06	06	08	06	Cat.(a),(b),(c) only two categories i.e. Low Vision & Lower Limb disability have been identified as suitable for the said post 03	02	06	01	01	02	02

CLERK (AD HOC BASIS)

No. of total post	General	EWS	SC		BC		PwBD			ESP	Ex. Servicemen (ESM)				
			DSC	OSC	A	B	Cat.(a) Low Vision	Cat.(b) Impaired Hearing	Cat.(c) OA, BA, OL, BL, OAL, LC, DW, AAV		Genl	SC (DSC)	SC (OSC)	BC-A	BC-B
80	27	08	07	06	09	06	01	01	01	02	06	01	01	02	02

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-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.

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 :

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 aggregate (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 (word processing and spreadsheet). The candidates will have to qualify Computer Typing Test in English at the speed of **30 w.p.m.** However, Computer Proficiency Test would only qualifying in nature and its marks would not be counted towards the final merit.

6. Reservation:

- i. The benefit of reservation will be given to the those SC, DSC, OSC, BC-A, BC-B, ESM, EWS candidates, who are bonafide resident of Haryana State and submit their application 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 reserved 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 Gurugram Sessions Division i.e. <https://gurugram.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 either by post or by hand in the office of the District and Sessions Judge, Near Mini Secretariat, Sohna Road, Sector 11, Rajiv Chowk, Gurugram, Haryana, 122001, shall be **09.02.2026 upto 05:00 pm**. No application received thereafter shall be entertained in any case and outrightly 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, Gurugram"**. 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, sex, 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, alongwith 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. **09.02.2026**.

12. 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. 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 09.02.2026.

13. Proforma of application forms for the post of Stenographer Grade-III and Clerk are available on the official website of District Courts, Gurugram i.e. <https://gurugram.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. The appointment letters will be issued to

the selected candidates only on joining of newly appointed Judicial Magistrates in Gurugram Sessions Division.

Dated :- 21.01.2026


District and Sessions Judge,
Gurugram 
21/1/26

To

Learned District and Sessions Judge,
Gurugram.

Paste your
recent Passport
size Photograph
duly attested

Subject :- **Application for the post of Clerk on adhoc basis initially for a period of six months or till regular appointments are made.**

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 of Candidate	:	_____
Father's / Husband's Name	:	_____
Date of Birth	:	_____
Age as on 01.01.2026	:	_____
Sex(Male/Female)	:	_____
Nationality	:	_____
Aadhar Number	:	_____
Permanent Address	:	_____ _____
Correspondence Address	:	_____ _____
Category (mandatory), in case of reserved category, please attach attested copy of certificate issued by the competent authority.	:	_____
Academic Qualification	:	_____

Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
8 th /Middle					
10 th /Matric					
Graduation					
Other qualifications, if any (candidate may increase rows, if required)					

Experience (if any)	:	_____
Contact/Mobile Number	:	_____
E-mail I.D. (if any)	:	_____

Note:-Attach self-attested photocopy of all relevant documents.

I, _____ son/daughter/wife of Shri. _____, hereby declare that the information given above and in the attached documents are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

(Signature of Candidate)

To

Learned District and Sessions Judge,
Gurugram.

Paste your
recent Passport
size Photograph
duly attested

Subject :- **Application for the post of Stenographer Grade-III (English) on adhoc basis initially for a period of six months or till regular appointments are made.**

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 of Candidate	:	_____
Father's / Husband's Name	:	_____
Date of Birth	:	_____
Age as on 01.01.2026	:	_____
Sex(Male/Female)	:	_____
Nationality	:	_____
Aadhar Number	:	_____
Permanent Address	:	_____ _____
Correspondence Address	:	_____ _____
Category (mandatory), in case of reserved category, please attach attested copy of certificate issued by the competent authority.	:	_____
Academic Qualification	:	_____

Examination /Degree	Board/ University	Year of passing	Divn/Class	%age of Marks	Grade Point
8 th /Middle					
10 th /Matric					
Graduation					
Certificate regarding Shorthand, if any,					
Other qualifications, if any (candidate may increase rows, if required)					

Experience (if any)	:	_____
Contact/Mobile Number	:	_____
E-mail I.D. (if any)	:	_____

Note:-Attach self-attested photocopy of all relevant documents.

I, _____ son/daughter/wife of Shri. _____, hereby declare that the information given above and in the attached documents are true and correct to the best of my knowledge and belief and nothing has been concealed therein. I understand that if the information given by me is found false/not true, I may be prosecuted under the relevant provisions of law.

Date:.....

Place:.....

(Signature of Candidate)