

**Employment Exchange (Compulsory Notification of Vacancies)  
Act, 1959.**

**(Section 4 of the Act and Rule 4 of Rules, 1960)**

**Form of the Notification of Vacancies**

1.	Name and address of the Employer	Office of the District & Sessions Judge, Palwal
2.	Nature of Vacancies	Adhoc - basis
a)	Type of workers required (Designation)	<b>09 Stenographers Gr.III.</b> (Purely on Ad-hoc basis)
b)	Description of duties	Stenographer Gr.III
c)	Qualification required	Degree of Bachelor of Arts or Bachelor of Science or equivalent thereto from a recognized University and will 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 must have proficiency in operation of computers (Word Processing and spread sheets).
d)	Age Limit	Minimum Age limit 18 years as on 01.01.2021 and the upper age limit shall be in accordance with the latest instructions of Haryana Government.
e)	Whether women are eligible	Yes.
3.	Number of Vacancies reserved for:	09 (UR)
4.	Pay & Allowances	On consolidated fixed emoluments, i.e. initial pay in FPL-4 of Rs. 25,500/-.
5.	Place of work/Name of Town/ Village and District in which it is situated	Sessions Division, Palwal
6.	Probable date by which the vacancy will be filled	Immediately
7.	<b>Particular regarding test :</b>	
a)	Last date of application	27.10.2021

b)	Date of test	Shorthand test is on <b>01.11.2021</b> . Computer proficiency test is on <b>16.11.2021</b>
c)	Place of test	Sessions Court, Palwal
d)	Designation and address to whom applicant should report	Superintendent of this office.
8.	Whether there is any obligation or arrangement for giving preference to any category of person in filling up the vacancies	No
9.	Any other relevant information	All the candidates be advised to bring their original testimonials at the time of their final selection.

  
District & Sessions Judge,  
Palwal.

Endst. No. 6399 /Dated 11.10.2021

Forwarded to the Employment Officer, Employment Exchange, Palwal with the remarks to sponsor the names of the willing and eligible candidates for the above said posts latest by **27.10.2021 at 4:00 P.M.** and instruct them to appear for the test as per schedule mentioned at **7(b)**.

  
District & Sessions Judge,  
Palwal.