

**DISTRICT & SESSIONS COURT,  
DADRA AND NAGAR HAVELI,  
SILVASSA**

No.DC/DNH/Steno/Recruit/2019/1353

Dated: 08/05/2019

**A D V E R T I S E M E N T**

Applications are invited from eligible candidates for filling up the posts of Stenographer (L.G.) on Short Term Contract basis for a period of one year on the establishment of the District & Sessions Court, Dadra and Nagar Haveli, Silvassa as per eligible criteria given below:-

01	Name of post	Stenographer (L.G.) on short term contract basis
02	No. of Post	01
03	Monthly	Rs.25,000 fixed, per month with a break of two days after every set of 06 months
04	Age Limit	Between 18 to 33 years (Age relaxation up to 5 years in case of S.C. / S.T. candidate).

**Eligibility Criteria:-**

- (a) Minimum passed S.S.C. Board Examination. Preference will, however, be given to Graduate and Law Graduates of any Recognized University in any faculty.
- (b) Must have passed Government Commercial Certificate Examination, or examination conducted by Government Board or I. T. I of Shorthand speed of 80 or more words per minute and minimum English typing speed of 40 words per minute.
- (c) Must possess Computer knowledge Certificate of any of the following Institutions.
  - a) DOEACC
  - b) University
  - c) C-DAC
  - d) MS-CIT
  - e) Vocational Course – State Government
  - f) ITI – Central Government
  - g) ITI - State Government
  - h) Technical Board.

**COMMON INSTRUCTION TO THE CANDIDATES APPLYING FOR THE POST OF STENOGRAPHER (LG) ON SHORT TERM CONTRACT BASIS.**

1. Candidates must carefully read all the instruction displayed here before actually submitting applications, so as to avoid mistakes.
2. Candidates may send their applications in the prescribed Format as given in the Advertisement by Registered Post (with Acknowledgement Due) or by Speed Post or personally by hand delivery at their own cost to the **office of the Registrar, District & Sessions Court, Dadra and Nagar Haveli, Silvassa – 396230** on or before **27.05.2019** during the office hours.
3. To avoid last minute rush, the candidates are advised to submit the application well in advance.
4. Candidate must state whether he/she would like to be considered as one belonging to reserved category or as general category candidate. If a candidate opts to be considered for the reserved category and does not produce the certificates entitling him to be considered in the concerned category, he would be disqualified for furnishing wrong information and would not be considered against general category.
5. The candidates must attach one set of self attested copies of the documents / certificates at the stage of submitting application form.
6. Candidates may note that, their eligibility would be assessed on the information furnished by them believing that the information is true. If any candidate is found to have given false, wrong or incorrect information, such candidate would not only be disqualified but may also face prosecution. Such candidates would be debarred from appearing in any examination for applying for the post under the District Court.
7. For the post of Stenographer the candidate shall have to appear in the Speed Test of 20 marks each in shorthand in English.

Sr. No.	Language	Duration of dictation	Speed of dictation	Total words	Transcription time
1	English	6 minutes	80 wpm	480	40 minutes

8. After securing cut off marks in the shorthand Test, the candidate shall have to appear in Typing Test in English on Computer carrying 20 marks shall comprise of 400 words to be typed by the candidates within 10 minutes (40 wpm).

Place: Silvassa  
Date: 08/05/2019.

By Order,  
  
Sd/-  
Registrar,  
District & Sessions Court,  
Dadra and Nagar Haveli,  
Silvassa.\_

**APPLICATION FOR THE POST OF STENOGRAPHER (L.G.)**

**ON SHORT TERM CONTRACT BASIS**

**DISTRICT & SESSIONS COURT,**

**Dadra and Nagar Haveli, Silvassa.**

1. Applicant's Name (in Block Letters) : \_\_\_\_\_
2. Father's Name (in Block Letters) : \_\_\_\_\_
3. Residential Address with Mobile : \_\_\_\_\_  
Number and e-Mail address : \_\_\_\_\_  
\_\_\_\_\_
4. Date of Birth : \_\_\_\_\_
5. Gender : \_\_\_\_\_
6. Whether SC/ST/OBC : \_\_\_\_\_
7. Educational Qualifications : \_\_\_\_\_

**Paste Recent  
passport size  
photograph  
duly self  
attested**

Sr. No.	Name of the examination	Board / University	Year of passing	Percentage

8. Details of Typing/Short hand Qualification:

Sr. No.	Name of the Course	Certificate issued by	Grade

9. Details of Computer Course:

Sr. No.	Name of the Course	Certificate issued by	Duration (in Month)	Grade	Percentage

10. Experience, if any:

Sr. No.	Name of Organization	Designation	Nature of duty	Period of service	
				From	To

**Declaration:**

I, declare that I fulfill all the condition of eligibility regarding age limit and educational qualification, Experience etc. for the post of **Stenographer (L.G.)**.

I declare that all statements made in this application form are true, complete and correct to the best of my knowledge and belief.

I understand that in the event of any information being found suppressed/false or incorrect or ineligibility being detected before or after examination, my candidature/appointment is liable to be cancelled.

(Signature of candidate)

Unsigned application will be rejected.

Date:

**Note:- Attach self attested copy of Birth / Education / Experience Certificate / Caste Certificate, (If relevant).**