To,

The District and Sessions Judge,
Hoshiarpur (Punjab)

Paste recent passport size photograph (self-attested)

**Subject:** Application for the post of **Stenographer Grade-III on ad-hoc basis** (Public Notice published in The Tribune on 17.11.2026).

Sir / Madam,

I wish to apply for the above post. My particulars are as under:

1. Name of Applicant (in CAPITAL letters): .....

2. Father's / Husband's Name: .....

3. Date of Birth: ..... Age as on 01.01.2026: ____ Yrs ____ Months ____ Days

4. Gender: ☐ Male ☐ Female ☐ Other Nationality: .....

5. Category (tick ✓): ☐ General ☐ Scheduled Caste ☐ SC (Majbi) ☐ Backward Class ☐ Other

6. Women candidate: ☐ Yes ☐ No 7. Ex-Serviceman: ☐ Yes ☐ No

8. Person with Disability: ☐ Yes ☐ No

If PwD, type and percentage of disability: .....

9. Address for Correspondence: .....

..... PIN: .....

10. Permanent Address: .....

..... PIN: .....

11. Mobile Number: ..... 12. Email ID: .....

13. Educational Qualifications:

| Examination | Board / University | Year of Passing | Marks Obtained / Total | % | Subjects |
|---|---|---|---|---|---|
| Matriculation (10th) | | | | | |
| Senior Secondary (12th) | | | | | |
| Graduation (B.A. / B.Sc.) | | | | | |
| Other / Higher | | | | | |

Sample application format prepared by QuickSarkari.com for candidates' convenience — not an official form issued by the court.

14. Stenography and Computer Skills:

| Skill | Speed / Course / Certificate Details |
|---|---|
| English Shorthand speed (WPM) | |
| Transcription speed (WPM) | |
| Computer proficiency (Word Processing & Spreadsheets) | |

15. Experience (if any):

| Office / Organisation | Post Held | From | To | Nature of Work |
|---|---|---|---|---|
| | | | | |
| | | | | |

16. List of self-attested documents enclosed (tick ✓):

☐ 10th certificate (DOB proof) ☐ 12th certificate / DMC ☐ Graduation degree / DMCs

☐ Category certificate ☐ Ex-Serviceman certificate ☐ Disability certificate

☐ Shorthand / Computer cert. ☐ Experience certificate ☐ Any other: _____

**DECLARATION**

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I fulfil the eligibility conditions prescribed for the post. I understand that if any information is found false or incorrect at any stage, my candidature / appointment shall be liable to be cancelled without any notice. I shall appear for the test / interview on 16.12.2026 with all original documents at my own expense.

Place: _____

Date: _____

_____
Signature of Applicant

Name: _____

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