# OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs) : DELHI

## NOTICE INVITING APPLICATIONS FOR OATH COMMISSIONERS

In reference of letter No. 1023/Genl./OC/DHC dated 24.04.2019 and 2149/Genl./OC/DHC dated 26.09.2019 of the Hon'ble High Court of Delhi, applications for appointment of four (04) Oath Commissioners at Tis Hazari Courts Complex, Delhi, are invited from the Legal Practitioners who are fulfilling the "Guidelines for appointment of Oath Commissioners in all Courts including Income Tax and Sales Tax". (Annexure-'A') on prescribed proforma (Annexure-'B').

Duly filed applications in the prescribed proforma should be submitted in the R&I Branch, Central District, Room No.204, Second Floor, Tis Hazari Courts, Delhi on or before 15.02.2020 till 04:00 P.M. Applications received after due date and time shall not be considered.

Girish Kathpalia 30.01.2020

**Girish Kathpalia**
**District & Sessions Judge (HQs),**
**Delhi**

204/8002-006

No._____/OC/Admn.I/THC/2020 Dated, Delhi the 31 JAN 2020

Copy forward for information to :-

1. The Registrar General, High Court of Delhi, New Delhi with reference to their letter No. 1023/Genl./OC/DHC dated 24.04.2019 and 2149/Genl./OC/DHC dated 26.09.2019.
2. The Hony. Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi, with the request to display the same on all the Notice Boards of Bar Association & Library.
3. The A.O.(Judl.), R&I Branch, Central to direct the official concerned to get the notice affixed on the Notice Board on each floor of Tis Hazari courts Complex, Delhi.
4. The Website Committee, THC, Delhi with request to direct the official concerned to upload the same on the website of Delhi District Court.
5. PS to Ld. District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
6. PS to Ld. District & Sessions Judge, West District, Tis Hazari Courts, Delhi.

**District & Sessions Judge (HQs),**
**Delhi**

**Annexure-'A'**

## Guidelines for appointment of Oath Commissioners in all Courts including Income Tax and Sales Tax.

(1) An applicant for the appointment as an Oath Commissioner should have 3 years practice as an Advocate on the last date of submission of application form and the advocate applying for appointment in a particular Court complex, should be mainly practicing at the Said Complex.

(2) The tenure of appointment of Oath Commissioner in all Courts shall be of 2 (two) years, unless otherwise ordered by the High Court.

(3) An advocate can be considered for re-appointment after a period of 3 years from conclusion of his/her earlier term.

(4) The average annual income for an applicant for appointment as an Oath Commissioner should be not less than Rs. 24,000/- per annum during the preceding two years.

In support of proof of income, the applicant shall file an affidavit in the absence of any other proof.

Provided that the income criteria will not be applicable in case of persons with disability and lady advocates, who are divorcee/widowed/single.

(5) Preference to the extent of 10% will be given to senior citizens, lady advocates, who are divorcee and widowed, and persons with disability, subject to their furnishing the requisite proof in order to claim appointment in any of the preferred categories.

**PART-1**

**Annexure-B**

To,

The District & Sessions Judge (HQs),
Delhi.

**Sub.:-Application for appointment as Oath Commissioner for Tis Hazari Court Complex, Delhi.**

| | | | |
|---|---|---|---|
| 1. | Name of the applicant (In Block letters) | | Paste latest passport size photograph |
| 2. | Father's/ Husband's Name | | |
| 3. | Date of Birth [DD-MM-YYYY] | | |
| 4. | Date of enrollment as an Advocate with Bar Council of Delhi alongwith Enrollment No. (Attach Enrollment Certificate) | | |
| 5. | Name of Bar Association with which registered, with membership No. | | |
| 6.* | Average annual income for an applicant for appointment as an Oath Commissioner should not be less than Rs.24,000/- per annum during the preceding two years. In support of income, the applicant should file an affidavit in the absence of any other proof except in case of advocates with disability and female Advocates who are divorcee/widow/single. | | |
| 7. | Residential Address | | |
| 8. | Official Address | | |
| 9. | Mobile No. | | |
| 10. | E-mail I.D. | | |
| 11. | Court where mainly practicing | | |
| 12. | Whether earlier appointed as Oath Commissioners by Hon'ble High Court of Delhi for any courts of Delhi ?If yes, give particulars. | | |
| 13. | Whether earlier appointed as Oath Commissioner by the Govt. of NCT of Delhi? If yes, give particulars. | | |
| 14.** | Names of two advocates of ten years practice, recommending the name of Advocate for appointment.(Clearly mention their name, address, contact no. & Enrollment number). | | |
| 15.*** | Whether applicant is Senior Citizen / lady Advocate who is divorce/widow/single and persons with disability, Please specify. (Senior citizens / lady Advocates who are divorcee or widowed and persons with disability shall furnish the requisite proof). | | |
| 16. | Any special reason which the applicant wants to adduce in support of his / her application. | | |

Date:.....

Signature of Applicant

**NOTE:- All fields are mandatory, please fill clearly and carefully in the provided box.**

*.....Cont....Part-2....*

**PART-2**

**Annexure-B**

## INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM FOR APPOINTMENT AS OATH COMMISSIONER

* The average annual income of an applicant for appointment as an Oath Commissioner should be not less than Rs. 24,000/- per annum during the preceding two years.

In support of proof of income, the applicant shall file an affidavit in absence of any other proof.

Provided that the income criteria will not be applicable in case of persons with disability and lady advocates, who are divorcee/widowed/single.

** Recommendation by the Senior Advocates of at least 10 years practice is to be provided in the format which is attached with the application form.

*** Applicants who are Senior Citizens / lady who are divorcee/widow shall submit proof in support of their claim.

**Note :- If at any stage of the appointment process, the information furnished by the applicant is found incorrect, his/her application will be cancelled without any notice or further reference.**

## LETTER OF RECOMMENDATION

I_____S/W/D/o_____Chamber/Seat No. with address _____, Enrolment No._____, Advocate having ten years of practice hereby recommend the name of Sh./Ms./Mrs._____, Enrolment No._____ Chamber/Seat No. with address _____ for giving position as Oath Commissioner for Tis Hazari Courts Complex, Delhi. He/She bears good moral character and known to me personally and he/she fulfils all the required criteria. His/Her candidature may be considered for the said position.

Name of Advocate: _____

Contact No._____

**Date :**_____

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## LETTER OF RECOMMENDATION

I_____S/W/D/o_____Chamber/Seat No. with address _____, Enrolment No._____, Advocate having ten years of practice hereby recommend the name of Sh./Ms./Mrs._____, Enrolment No._____ Chamber/Seat No. with address _____ for giving position as Oath Commissioner for Tis Hazari Courts Complex, Delhi. He/She bears good moral character and known to me personally and he/she fulfils all the required criteria. His/Her candidature may be considered for the said position.

Name of Advocate: _____

Contact No._____

**Date :**_____