

CB 372  
09/4/19

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

506/DJ/NE KKD

08/4/19

Sub: Notice bearing no. 63/Exam./DHC dated 30.03.2019 of the Hon'ble High Court of Delhi, New Delhi regarding 18 existing vacancies of Private Secretary (Promotion/Selection post), under 75% test quota, by way of Departmental Competitive Examination.

No. Admn.I&II/Cir./2019 21147-21347

Delhi, Dated 06/04/2019

Copy forwarded for information & necessary action to:

- 1 The Chairperson, Supreme Court Legal Service Committee, Supreme Court of India, Delhi with the request to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 2 The Registrar General, Delhi High Court, with the request to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 3 The Chairperson, Delhi High Court Legal Service Committee & Delhi International Arbitration Centre, Delhi High Court, New Delhi with the request to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 4 The District & Sessions Judges, West, New Delhi, South, South-East, East, North East, Shahdara, North, North-West and South-West District at Tis Hazari, Patiala House, Saket, Karkardooma, Rohini and Dwarka Courts, Delhi/New Delhi are requested to circulate the above notice amongst the officials of Delhi District Courts.
- 5 The District & Sessions Judge-cum-Special Judge (PC Act), CBI, Rouse Avenue Courts Complex, New Delhi is requested to circulate the above notice amongst the officials of Delhi District Courts.
- 6 The Office of Secretary, All India Judicial Pay Commission, Delhi High Court, New Delhi to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 7 The Registrar General, NGT, Principal Branch, New Delhi with the request to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 8 The Chairperson, NALSA, Jamnagar House, Shahjahan Road, New Delhi-110011 to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 9 The Chairperson, National Consumer Dispute Redressal Commission, Upphokta Nyay Bhawan, CGO Complex, INA, New Delhi to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 10 The Director, Delhi Judicial Academy, Dwarka, Delhi to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 11 The Principal Judge, Family Courts (HQ), Dwarka, to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 12 The Delhi State Legal Services Authority, New Delhi & DLSA (West, Central, New Delhi, East, North-East, Shahdara, North, North-West, South-West, South, South-East) to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 13 All Juvenile Justice Board I to VI, Delhi/New Delhi to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 14 The Head, Swabhimani Parishad, Vishwas Nagar, Shahdara, Delhi to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 15 The Delhi Development Authority, Delhi, to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 16 Department of Law, Justice & Legal Affairs, GNCT of Delhi, to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 17 The Office of Lokayukta, Delhi to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 18 The Chairperson, NDMC, New Delhi, to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 19 The Appellate Authority MCD & Competent Authority DUSIB, THC, Delhi to circulate the above notice amongst the officials of Delhi District Courts posted on Deputation/Diverted capacity.
- 20 The Special Railway Magistrate, Old Delhi Railway Station, Delhi to circulate the above notice amongst the officials of Delhi District Courts.
- 21 Officer In-charge Child Witness Room & Video Conferencing Room, THC, Delhi are requested to circulate the above notice amongst the officials of Delhi District Courts.
- 22 All the Judicial Officers/Sr. AO(J)s/AO(J)s/AAO/PRO/APRO/Branch In-charges of Central, THC, Delhi are requested to circulate the above notice amongst the officials of Delhi District Courts.
- 23 PS to undersigned.
- 24 Website Committee to upload the notice on the official website.
- 25 Dealing Official, Personal File (P.A./SJA/JAJJA), Admn.I & II, THC, Delhi with direction to forward the applications of eligible/willing officials who fulfilled the requisite qualifications and are eligible for the departmental test for the post of SJA to the Hon'ble High Court of Delhi.
- 26 Notice Board, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts & Dwarka Courts, Delhi/New Delhi.
- 27 Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.
- 28 Dealing official, LAYERS to upload the notice on LAYERS.

Be circulated all the staff posted in  
North-East District for information.

DJST/NE | KKD  
08/4/19

(VIMAL KUMAR YADAV)  
Officer Incharge (Admn.I)

Office of the District & Sessions Judge(HQs),  
Tis Hazari Courts, Delhi.

3

**HIGH COURT OF DELHI: NEW DELHI**

No.70/Exam./DHC

Date:30.03.2019

**NOTICE**

In continuation of Notice No.63/Exam./DHC dated 30.03.2019 for Private Secretary (Departmental) Examination-2019, it is notified that the competent authority has been pleased to approve the following schedule for written test and skill tests of Private Secretary (Departmental) Examination-2019:

Date of Written Examination in English language (Essay, Grammar & Translation)	30.06.2019
Dates of Skill Tests (i.e. Shorthand Tests & Typing Test)	13.07.2019 and 14.07.2019



Sd/-  
(H.K. Arora)  
Registrar (Spl./Exam)

Date: 30.03.2019

Endst. No.71-76/Exam./DHC

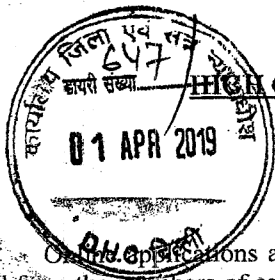
Copy to:

- ✓ The District Judge & Sessions Judge (Headquarters), Delhi with the request that this Notice may be circulated amongst the eligible officials in all the districts of the District Courts.
- All Registrars/OSDs, Delhi High Court.
- All Joint Registrars/ Joint Registrars (Judicial)/ Deputy Registrars/ Assistant Registrars/ Deputy Controller of Accounts / Admn. Officer (Judl.) / Court Masters / Private Secretaries with the request that the officials working under them, as also those who are on leave, may be informed about this Notice.
- Joint Director (IT) with the request to upload the Notice on the official website of this Court viz. [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in) under the link **Public Notice-Job Openings** and also on the intranet.
- Be-displayed on the Notice Board.
- Guard file.

*Amadan*  
Deputy Registrar (Exam.)

*DBS/Exam.*  
01/04/19  
Admn. I

(1525)  
Mr. Pradeep Bhatti  
21/4/19  
प्रदीप भट्टी  
पुस्तकालय  
उच्च न्यायालय दिल्ली  
दस्तावेज संख्या, 1525



# HIGH COURT OF DELHI : NEW DELHI

No.63/Exam./DHC  
Date: 30.03.2019

## NOTICE

Applications are invited from the members of establishment of this Court and from the members of establishment of Courts subordinate to this Court for filling up 18 existing vacancies of Private Secretary, which arose prior to 05.06.2018 under 75% test quota, by way of Departmental Competitive Examination.

The qualification, eligibility conditions and mode of appointment for filling up the posts of Private Secretary against 75% test quota as given in Item 6 of Schedule II to the Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972, are as under :-

### Item 6 of Schedule II

S. No.	Category of Posts	Minimum Qualifications prescribed for appointment of the post	Mode of Appointment
1	2	3	4
6.	Private Secretary (Promotion/ Selection post)	(B)(i) - For officials of this Court and Courts subordinate to this Court:  Essential:  (a) Graduate from a recognized University:  (b) 5 years' regular service in the post of Senior Personal Assistant / Senior Judicial Assistant / Senior Judicial Translator / Senior Assistant Librarian / Reader / Court Officer or its equivalent post;  OR  7 years' regular service in the post of Personal Assistant / Judicial Assistant / Judicial Translator / Assistant Librarian / Chief Cashier or its equivalent post or combined service in any of these posts and the posts mentioned in clause (b) above; and  (c) Possessing a speed of not less than 120 w.p.m. in English shorthand and 45 w.p.m. in English Typing on computer with proficiency in Computer.  Desirable:  Bachelor Degree in Law (LL.B.) from a recognized University.  xxx    xxx    xxx	(B)(i)&(ii) 75% of the posts by selection on merit on the basis of:  (a) performance in written examination comprising of one paper in English language (Essay, Grammar and Translation).  (b) qualifying skill test of shorthand dictation in English of 5 minutes duration at the speed of 120 w.p.m. to be transcribed on computer in English in 40 minutes, and typing test in English of 10 minutes duration on computer at the speed of 45 w.p.m.  [Note: Each participant will be given opportunity to appear in two shorthand dictation transcription tests and best of two will be considered]:  and  (c) performance in viva-voce test/interview.  xxx    xxx    xxx

The written examination in English language (Essay, Grammar & Translation) will be for 200 marks for 3 hours duration and qualifying skill tests of shorthand dictation in English of 5 minutes duration at the speed of 120 w.p.m. to be transcribed on computer in English in 40 minutes, and typing test in English of 10 minutes duration on computer in English at the speed of 45 w.p.m. [Each participant will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered] and the interview shall consist of 50 marks.

(1524)  
Mr. Pradeep Bhatt  
24/4/19  
Cm

DBSJ/HCS  
01/04/19  
HCS-I

The candidates, who fulfill the requisite qualification and desire to appear in the written test and skill tests, may submit their applications online giving full particulars of their service and educational qualifications **on or before 15.05.2019** on the website of this Court viz. [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in) under the link **Public Notice-Job Openings**. The portal for submitting online applications will be operational from **01.05.2019 (11:00 a.m.) till 15.05.2019 (5:00 p.m.)**.

**The cut-off date for determining eligibility of applicants-candidates shall be the last date of submitting online applications, i.e., 15.05.2019.**

**Note :**

1. All the candidates shall apply online only. No application in physical form shall be entertained and all such applications shall be outrightly rejected without any further notice to such candidates.
2. Candidates working in subordinate courts, in addition to the online application, must also forward a printout of the application submitted through online mode duly forwarded through the Office of the District & Sessions Judge (Headquarters), Tis Hazari Courts, Delhi, after certifying the particulars filled therein. In case the duly forwarded copy is not received in the Examination Branch by **22.05.2019**, their candidature will be rejected.
3. No representation regarding relaxation in requisite length of service, extension of last date of receipt of applications, change of dates of examinations or for relaxation of rules, etc., shall be entertained.

The candidates, who would obtain 50% marks in the written examination and qualify Shorthand Test and Typing Test, would be called for interview.

**INTERVIEW**

**50 Marks**

The maximum marks for interview would be 50 marks and the minimum passing criteria to qualify interview would be 20 marks.

The final select/merit list would be prepared by adding the marks secured in the written examination and interview.

Sd/-  
( H.K Arora )  
Registrar (Spl/Exam.)

Endst. No. 64-69/Exam./DHC

Date : 30.03.2019.

Copy to :-

- ✓ 1. The District Judge & Sessions Judge (Headquarters), Delhi with the request that this Notice may be circulated amongst the eligible officials in all the districts of the District Courts and forward the applications of only eligible candidates, duly verified, to this Court by **22.05.2019**. This Notice may also be displayed on website of District Courts.
2. All Registrars/OSDs, Delhi High Court.
3. All Joint Registrars / Joint Registrars (Judicial) / Deputy Registrars / Assistant Registrars / Deputy Controller of Accounts / Admn. Officer (Judl.) / Court Masters / Private Secretaries with the request that the officials working under them, as also those who are on leave, may be informed about this Notice.
4. Joint Director (IT) with the request to upload the Notice on the official website of this Court viz. [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in) under the link **Public Notice-Job Openings** and also on the intranet.
5. Be displayed on the Notice Board.
6. Guard file.

*A. Madan*  
Deputy Registrar (Exam.)