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

CIRCULAR

Sub:- Syllabus for the post of Administrative Officer (Judl.) to be filled through departmental examination.

This is to bring to the notice of all concerned officials of this establishment (including officials posted in diverted capacity or deputation) that the qualification, eligibility conditions and mode of appointment for filling up the post of Administrative Officers (Judl.) against 75% test quota as given in S.No. 3 of Schedule B, Group A of the Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012 is as under:

S.No.	Name of the post	Method of Recruitment	Qualification etc.	Appointing Authority
3	Administrative Officer (Judicial) (Promotion/Selection Post) (Gazetted) PB-III-15600-39100+6600/-	75% of vacant posts by selection on merit on the basis of written test and interview from Senior Judicial Assistants and Senior Personal Assistants.	Graduate with 5 years service (Law Graduate to be preferred) in any of the posts of Senior Judicial Assistants and Senior Personal Assistants.	High Court

The following syllabus has been prescribed for the departmental examination of Administrative Officer (Judl.):

The Written test will be of 100 Marks and will consists of three parts. The criteria of marks and topics covered under three parts are mentioned as under :

Written Test — **100 Marks**
Time three Hours

Part (A) — **35 Marks**

(i) Part "C" Volume I of High Court Rules and orders – "Instructions to Civil Courts in Delhi"
(ii) Part "E" Volume III of High Court Rules and orders – "Instructions to Criminal Courts in Delhi"
(iii) Part"F" Volume IV of High Court Rules and orders - "Instructions applicable to both Civil and Criminal Courts in Delhi"

Part (B) — **30 Marks**

(i) Indian Limitation Act, 1963 (Sections Only)
(ii) Court Fees Act, 1870 (Sections Only)
(iii) Noting, Drafting and CCS Rules.

Part (C) — **35 Marks**

(i) Civil Procedure Code:- Part-VII (Appeals) and Part-VIII (Reference, Review & Revision) Order 5,22,32,41 and 44.
(ii) Criminal Procedure Code: Sections 28 to 31 and 372 to 405.

Candidates, who obtain 50 percent marks in the written paper, will be called for interview.

[redacted]

OFFICE OF THE DISTRICT & SESSIONS JUDGE, NORTH DISTRICT
ROHINI COURT COMPLEX, DELHI

30/5/19

No. 18103-18157 F2N(1)/Admn./Cir./North/RC/2019 Dated: 29.05.2019

Copy forwarded for information and necessary action to:-

1. All the Judicial Officers, DHJS/DJS, North District, Rohini Courts, Delhi with request to convey the above said information to the Staff members working under their kind control.
2. The Sr. A.O.(J)/A.O.(J)/Branch-in-charge of all the branches (North), Rohini Courts, Delhi with request to convey the above said information to the Staff members working under their kind control.
3. Sr. A.O.(J)/ A.O.(J)/Branch In-charge, Copying Agency, R & I Branch, Filing Section, Vulnerable Witness Complex & Digitization, North-West District, Rohini Courts, Delhi with request to convey the above said information to the Staff members working under their kind control.
4. P.S. to Ld. District & Sessions Judge, North, Rohini Courts, Delhi.