



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

CIRCULAR

Applications are invited from the eligible officials working on the posts of Head Jamadar/Daftari, Book Binder, Peon, Orderly, Dak Peon, Farash, Farash-cum-Dak Messenger, Chowkidar, Maali, Sweeper, Safai Karamchari in the Establishment of District & Sessions Judge (HQs), Delhi fulfilling the criteria mentioned below, for filling up of Seventeen posts of **Process Server (Group-C Non Gazetted)** in PB- I, Pay Band of Rs. 5200-20,200/- with Grade Pay of Rs. 2400/- on regular basis.

Criteria for the post of Process Server

For Head Jamadar/Daftari : Matriculation pass or equivalent from a recognized Board having valid LMV Driving License (for the last two years).

For Book Binder/Peon/Orderly/ Dak Peon/Farash/Farash-cum Dak Messenger / Chowkidar /Maali/ Sweeper/Safai Karamchari : Matriculation pass or equivalent from a recognized board with five years' service in the establishment of District & Sessions Judge (HQs), Delhi & having valid LMV Driving License (for the last two years).

Mode of Selection:- Written Test (Objective type), Driving Test & Interview

Syllabus for Written Test:- General Awareness, General Intelligence, Hindi, English, Quantitative Aptitude & Court Functioning & Procedure. (Candidates may refer Annexure 1 for details)

The Written Test and Interview shall be of 80 & 20 Marks respectively.

Applications in the prescribed enclosed proforma must reach this office latest by **23.09.2014** upto 5.00 P.M. No application will be entertained thereafter.

(A. K. CHAWLA)
District & Sessions Judge (HQs)
Delhi

Dated, Delhi the **08 SEP 2014**

No. **1667/25599-25779**
/Rectt. Cell/ Selec. P.S /2014

Copy forwarded for information and necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi with the request to bring into the notice of the staff of this establishment working there on diverted/deputation basis.
2. The Ld. District & Sessions Judge, East (KKD)/New Delhi (PHC)/South-West (Dwarka/ West (THC)/North-West (Rohini)/South (Saket)/North-East (KKD)/South-East (Saket)/Shahdara (KKD)/North (Rohini), Delhi/New Delhi, with the request to circulate the same in their District.
3. The Principal Judge's, Family Courts in all the Districts with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
4. The Director, Delhi Judicial Academy, Dwarka with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
5. The Registrar, Green Tribunal, Faridkot House, New Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
6. All the officers of Delhi Higher Judicial Service/Delhi Judicial Service (Central District) with the request to bring the same into the notice of staff working under their control.
7. The Personal Office of Ld. District & Sessions Judge (HQs), Delhi.
8. The Member Secretary DLSA with the request to circulate the same in all the DLSA Districts and bring into the notice of staff of this establishment working in diverted/deputation basis.
9. The Dealing Official, Website Committee, Delhi, with the direction to upload the circular on the website of District Courts, Delhi.
10. The Notice Board of all Court Complexes, Delhi/New Delhi.
11. All the Sr. Administrative Officer/ Administrative Officer (Judl.)/Br. Incharge, Central District, THC, Delhi, with the request to bring the same into the notice of staff working under their control.

Be circulated to all.

officiating
District & Sessions Judge (NW)
Rohini Co. Delhi **09/09/2014**
Ld. OJC Administration (N/W)

(A. K. CHAWLA)
District & Sessions Judge (HQs)
Delhi

OFFICE OF THE DISTRICT & SESSIONS JUDGE : NORTH-WEST : ROHINI COURT : DELHI

No. Misc./Admn./2014/ **20821 - 20891**

Dated, Delhi the 10th September 2014

Copy forwarded to the following with the request to kindly bring the contents of the circular to the notice of the staff members working under their kind control :-

1. All the Judicial Officers (North-West), Rohini Court, Delhi.
2. The Judge Incharge, Mediation Centre, Rohini Court, Delhi
3. The Secretary, DLSA (North-West), Rohini Court, Delhi.
4. The Sr. A.O.(J) and all A.O.(J)s & all Branch Incharges of North-West Rohini Court Delhi

PROFORMA TO BE FILLED AS PER INSTRUCTIONS OVERLEAF

Ref.No. (Office Use):-

Paste recent
passport size color
photograph.

1. Name of the applicant :
2. Father's/Husband's Name :
3. Date of Birth :
4. Educational Qualification :
5. Permanent Address :
6. Correspondence Address :
7. Whether having LMV Driving License:
8. Date of Issuance of D/L :
9. Sex (Male/Female) :
10. Category(GEN/OBC/SC/ST) :
11. Sub-Category (PH/Ex-Serviceman) :
12. Date of Entry into Service (Regular) :
13. If convicted by any court of law for :
Any driving offence in the last two
years, if yes, then Provide details
14. Whether Challaned by the Traffic :
Police or any other law enforcing
Agency in the last 2 years, if yes,
then provide details.

15. Present Post Held :

- a) Whether Regular/Ad-hoc :
- b) Date of appointment in present post (mention ad-hoc & regular periods separately with pay Scale) :

16. Contact No. :

17. E-mail Address :

Date:

Place:

Signature: _____

Name: _____

Present Posting: _____

EC No. _____

Instructions for the Applicants:-

1. Application should be filled in BLOCK LETTERS only except for particulars to be filled in Sl. No.13 & 14.
2. Application should be duly forwarded by the Ld. Presiding Officer/Officer concerned and should be routed through Ld. District & Sessions Judge concerned.
3. Applicants are directed to enclose attested true copies of their testimonials & copy of Driving License along with their applications.
4. Incomplete applications will be summarily rejected.

Annexure 1

SYLLABUS OF EXAMINATION:

SYLLABUS : Questions on 'General Intelligence and Reasoning' will be non-verbal considering the functions attached to the post. Questions on Numerical Aptitude and General English will be simple, of a level that an average matriculate will be in a position to answer comfortably. Questions on General Awareness will be also of similar standard.

General Awareness: Questions will be designed to test the ability of the candidate's general awareness of the environment around him and its application to society. Questions will also be designed to test knowledge of current events and of such matters of everyday observation and experience in their scientific aspects as may be expected of an educated person. The test will also include questions relating to India and its neighboring countries especially pertaining to Sports, History, Culture, Geography, Economic scene, General Polity including Indian Constitution, and Scientific Research etc. These questions will be such that they do not require a special study of any discipline.

General Intelligence: It would include questions of non-verbal type. The test will include questions on similarities and differences, space visualization, problem solving, analysis, judgment, decision making, visual memory, discriminating observation, relationship concepts, figure classification, arithmetical number series, non-verbal series etc. The test will also include questions designed to test the candidate's abilities to deal with abstract ideas and symbols and their relationship, arithmetical computation and other analytical functions.

Numerical Aptitude: This paper will include questions on problems relating to Number Systems, Computation of Whole Numbers, Decimals and Fractions and relationship between Numbers, Fundamental arithmetical operations, Percentages, Ratio and Proportion, Averages, Interest, Profit and Loss, Discount, use of Tables and Graphs, Menstruation, Time and Distance, Ratio and Time, Time and Work, etc.

English Language : Candidates' understanding of the Basics of English Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

Hindi Language : Candidates' understanding of the Basics of Hindi Language, its vocabulary, grammar, sentence structure, synonyms, antonyms and its correct usage, etc. his/her writing ability would be tested.

Court Procedure:- Questions will be designed to test the ability of the candidate's to understand everyday court observation and it's functioning.

