

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.

2169

Interview**25 Marks**

In the interview, a practical oral test will be given in :

- (i) reading hand-written English and Hindi documents and
- (ii) familiarity with records of the District Courts, Law Reports and Law Books.

The Candidates, will be considered qualified for appointment as Administrative Officer (Judl.), who secure 50 percent marks in aggregate of the marks prescribed for written test and interview.

Talwant Singh
(TALWANT SINGH)

District & Sessions Judge (HQs)
Delhi

No. Rectt.Cell/Sr. AO/AO/DCA/2019/ 1247/3386-34061

Dated, Delhi the 22 MAY 2019

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 officials of this establishment working there on diverted/deputation basis.
2. The Ld. District & Sessions Judge, North/West/New Delhi/South/East/North-East/North-West/South-East/South-West/Shahdara Districts, Delhi/New Delhi with the request to circulate the same in their respective District.
3. The Principal Judges, Family Courts in all the Districts with the request to circulate amongst the officials of this establishment working there on deputation/diverted capacity.
4. The Director, Delhi Judicial Academy, Dwarka with the request to circulate amongst the officials of this establishment working there on deputation/diverted capacity.
5. Additional Co-ordinator, Arbitration Centre, Hon'ble High Court of Delhi with the request to bring into the notice of officials of this establishment working there on diverted/deputation basis.
6. The Office of the Lokayukta, GNCTD with the request to circulate amongst the officials of this establishment working there on deputation/diverted capacity.
7. The Appellate Tribunal, MCD, THC, Delhi with the request to circulate amongst the officials of this establishment working there on deputation/diverted capacity.
8. All the Officers of Delhi Higher Judicial Service/Delhi Judicial Service (Central District) with the request to bring into the notice of officials working under their control.
9. The Member Secretary, DSLSA with the request to circulate the same in all the District DLSA and bring into the notice of officials of this establishment working in diverted/deputation basis.
10. The Personal Office of the undersigned.
11. All the Sr. Administrative Officers (Judl.)/Administrative Officers (Judl.)/Br. Incharges Central District, THC, Delhi, with the directions to bring into the notice of concerned officials working under their control.
12. For uploading on LAYERS.
13. For uploading on centralized website through LAYERS.

Talwant Singh
District & Sessions Judge (HQs)
Delhi

Ld. Secy Admn. I

जिला एवं सत्र न्यायाधीश (उत्तर-पश्चिम)
District & Sessions Judge (North-West)
रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

24/05/2019