

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

CIRCULAR

In continuation of earlier Circular no. Rectt. Cell/SC/SPA/2018/2130/61373-61573 dated 20.09.2018, applications are again invited from eligible officials of this Court for filling up 41 vacancies of Senior Personal Assistant under 50% promotion quota, by way of Departmental Competitive Examination.

The qualification and eligibility criteria for appearing in the aforesaid examination are given in the Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012. The relevant provision of the rules is reproduced below :-

| S.No | Name of the post | Method of Recruitment | Qualification etc. |
|------|--|---|--|
| 14 | Sr. Personal Assistant (Promotion/Selection Post) (Non-Gazetted) PB-II-9300-34800+4800/- | 50% of the vacant posts by promotion from Personal Assistants on the basis of seniority-cum-suitability on the basis of shorthand dictation to be transcribed on Computer/Typewriter. | For members of the Establishment: 3 years service as Personal Assistant. |

The candidates who have completed three years service (as on 22.09.2018) as Personal Assistant in this Court and are desirous to be considered for the post of Senior Personal Assistant, may submit their applications through **LAYERS Software** by giving particulars as prescribed in the online format on or before 24.12.2018 on the intranet of this Court. The intranet portal will be activated from 17.12.2018 and will be live till 24.12.2018 at 5 p.m. No application will be entertained after due date.

The following scheme of the test for the post of Senior Personal Assistant has been prescribed:-

| Test | Speed | Duration | Remarks |
|---------------------------------|------------|------------|---|
| Shorthand | 110 w.p.m. | 5 minutes | Time allowed for transcribing the shorthand dictation will be 45 minutes. |
| Typing in English (on computer) | 40 w.p.m. | 10 minutes | For calculating the typing speed the criteria of 'characters with space' will be adopted. |

Note:

1. The Officials who had earlier applied in response to this office earlier Circular no. Rectt. Cell/SC/SPA/2018/2130/61373-61573 dated 20.09.2018 are not required to apply afresh.
2. The candidates shall apply through **LAYERS Software** only. No application in physical form shall be entertained and all such applications shall be outrightly rejected without any further notice to such candidates. The method/steps for applying through **LAYERS Software** is annexed as Annexure "A" with this Circular.

Ld. Secy Admin. I

जिला एवं सत्र न्यायाधीश (उत्तर-पश्चिम)
District & Sessions Judge (North-West)

रोहिणी न्यायालय, दिल्ली
Rohini Courts, Delhi

Talwant Singh
(TALWANT SINGH)
District & Sessions Judge (HQs)
Delhi

प/प 21/12/18

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 on diverted/deputation basis.
2. The 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 on deputation/diverted capacity.
4. 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.
5. The Principal Secretary, Department of Law, Justice & Legislative Affairs, Govt. of NCT of Delhi, New Delhi with the request to circulate amongst the officials of this establishment working on deputation/diverted capacity.
6. Office of Secretary "All India Judicial Officers Pay Commission, 2017", Hon'ble High Court of Delhi with the request to circulate amongst the officials of this establishment working on deputation/diverted capacity.
7. The Appellate Tribunal, MCD, THC, Delhi with the request to circulate amongst the officials of this establishment working on deputation/diverted capacity.
8. The Member Secretary, DSLSA/DSLA, with the request to circulate amongst the officials of this establishment working on diverted capacity.
9. The Registrar, National Consumer Disputes Redressal Commission with the request to circulate amongst the officials of this establishment working on deputation/diverted capacity.
10. The Director, Delhi Judicial Academy, Dwarka with the request to circulate amongst the officials of this establishment working on deputation/diverted capacity.
11. The 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.
12. The Director, NALSA with the request to circulate amongst the officials of this establishment working on diverted capacity.
13. The Chief Legal Advisor, Delhi Development Authority, Vikas Sadan, New Delhi-110023 with the request to circulate amongst the officials of this establishment working on deputation/diverted capacity.
14. The Secretary, Delhi High Court Legal Services Committee, High Court of Delhi with the request to bring into the notice of officials of this establishment working on diverted/deputation basis.
15. The Office of the Lokayukta, GNCTD with the request to circulate amongst the officials of this establishment working on deputation/diverted capacity.
16. The Registrar General, National Green Tribunal with the request to circulate amongst the officials of this establishment working on deputation /diverted capacity.
17. The Registrar, State Consumer Disputes Redressal Commission, Delhi with the request to circulate amongst the officials of this establishment working on diverted capacity.
18. The Personal Office of the undersigned.
19. All the Sr. Administrative Officer (Judl.)/Administrative Officer (Judl.)/Br. in-Charges Central District, THC, Delhi, with the directions to bring into the notice of officials working under their control.
20. The Dealing Official, Website Committee, Delhi, with the direction to upload the circular on the website of District Courts, Delhi.
21. The Notice board of all Court complexes, Delhi/New Delhi.

Latika Singh
District & Sessions Judge (HQs)
Delhi

Method/Steps for applying for the Post of Senior Personal Assistant through LAYERS Software

1. Applying for the post of Sr. PA requires LAYERS login available at <http://10.199.37.5/layers> accessible in all District Courts, Delhi.
2. The applicant has to Login to LAYERS on <http://10.199.37.5/layers> with their existing LAYERS login and password.
3. If the applicant's designation is Personal Assistant then his/her LAYERS dashboard will have a button as follows:

≡ Recruitment of Sr. PA

4. Upon clicking the above button, a form to be filled by Personal Assistant would be opened;
 - a. Name – Prefilled from LAYERS (Non Editable)
 - b. Father's Name – Prefilled from LAYERS (Non Editable)
 - c. Date of Birth – Prefilled from LAYERS (Non Editable)
 - d. Gender – To be filled by the Applicant
 - e. Category – To be filled by the Applicant
 - f. Educational Qualification (Highest), Stream, Year – To be filled by the Applicant
 - g. Date of Entry into Service as Personal Assistant (Regular) – To be filled by the Applicant
 - h. Present Place of Posting – To be filled by the Applicant
 - i. Address (Permanent/Present) – To be filled by the Applicant
 - j. Mobile No. – Prefilled from LAYERS (Non Editable)
 - k. Alternate Mobile No. – To be filled by the Applicant, if any
 - l. Email Id – Prefilled from LAYERS (Editable)
 - m. Upload Photo [130X150 pixels] – A photo cropper has also been included in software.
5. After filling up all the above details, applicant has to click on Submit button.
6. Upon clicking "Submit button", an OTP would be sent on applicant's registered and alternate mobile number.
7. After submitting OTP in software, the software will prompt confirmation of submission of the application.
8. After submitting final application, applicant can view and print the application but could not modify the same.

NOTE – If the applicant has not registered in LAYERS Software, he/she must registered first and in case of any issue regarding submission of application, the candidate may contact LAYERS seat (Mr. Kuldeep and Mr. Gaurav, contact no. 011-23935772) in Administration Branch – I, Tis Hazari Courts, Delhi.

An instructional Video on how to submit the application form is also available on LAYERS Software and on the recruitment section of the website of this Court i.e <https://delhicourts.nic.in>.