

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

**CIRCULAR**

**Sub: Syllabus for the post of Sr. Judicial Assistant 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 Sr. Judicial Assistant against 50% test quota as given in S. No. 13 of Schedule B, Group B 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 |
|-------|---|--|--|----------------------|
| 13    | Senior Judicial Assistant (Promotion/Selection Post) (Non-Gazetted) PB-II-9300-34800+4600/- | 50% of the vacant posts by selection on merit from Judicial Assistants on the basis of written test and interview, | For members of the Establishment of this Court: Graduate with 5 years service and non-graduate with 8 years service in the posts of Judicial Assistants. | District Judge       |

It has been resolved that the departmental examination for the post of Senior Judicial Assistant will be a two-tier process. Tier-1 would consist of a Written Test (MCQ based) and Tier-II would consist of an Interview.

**TIER 1: (Syllabus) Multiple Choice Questions (MCQs).**

Tier-1 of the examination will consist of a written test carrying a total of 100 marks, based on Multiple Choice Questions (MCQs) and the questions would be based upon the following subjects:-

- I Delhi District Court Establishment (Appointment & Conditions of Service) Rules, 2012 (As amended up-to-date);
- II Civil Procedure Code: Sections 96 to 115 and orders 5, 22, 32 and 41;
- III Criminal Procedure Code: Sections 28 to 31, 372 to 405;
- IV Delhi District Court (Right to Information) Rules, 2008 as amended up-to-date; Notifications/Practice Directions issued in respect thereof; and RTI Act, 2005 (as amended up-to-date);
- V E-Filing Rules of the High Court of Delhi 2021 (Applicable for Delhi District Courts, as amended up-to-date);
- VI High Court of Delhi Rules for Video Conferencing for Courts 2021, (Applicable for Delhi District Courts, as amended up-to-date);


The examination process will be structured as follows:



- a) Tier-1 of the examination will consist of a written test carrying a total of 100 marks, based on Multiple Choice Questions (MCQs).
- b) The test will comprise 100 MCQs, with each question carrying 1 mark.
- c) There will be no negative marking for incorrect answers.
- d) The duration of the test will be 150 minutes (2½ hours).
- e) Candidates must secure a minimum of 40% of the total marks in the MCQ test to qualify to appear in Tier-II
- f) The questions in Tier-I will be in English language only.
- g) The Tier-1 exam aims to assess the General Aptitude and Suitability of the candidates, aligning with the specific job requirements on the aforesaid subjects.

#### TIER-II

- a) Candidates who score a minimum of 40% marks in the Tier-I (written test) will be considered qualified to proceed to Tier- II (Interview).
- b) The eligible candidates, up to a maximum of three times the total vacancies, who qualify the Tier-1 (written test), will be invited for the Interview round.
- c) The Interview will be conducted for 15 marks, and candidates must secure a minimum of 40% of the total Interview marks to qualify for the post.

 24.11.23

(Narottam Kaushal)  
Principal District & Sessions Judge: (HQs)  
Delhi

49102 - 50100

No. \_\_\_\_\_/Recruitment Cell/Promotion/SJA (Dept.Test)/2023 Dated, Delhi the 24.11.23

Copy forwarded for information and necessary action to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi with the request to circulate the same amongst the staff of this establishment working there on diverted/deputation basis.
2. The Ld. Principal District & Sessions Judge, West, East, North-East, Shahdara, New Delhi, South-West, North-West, North, South, South-East, Rouse Avenue District Court, 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 the same amongst the staff of this establishment working there on deputation/diverted capacity.
4. Sh. Rajesh Kumar Goel, Ld. Special Judge, PC-ACT (CBI) (RACC)/ Ld. Chairperson (Selection Committee), RACC, Delhi for information.
5. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
6. 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.
7. The Office of the Lokayukta, GNCTD with the request to circulate amongst the officials of this establishment working there on deputation/diverted capacity.
8. The Principal Secretary, Departmental of Law, Justice and Legislative Affairs, Govt. of NCT of Delhi, 8<sup>th</sup> Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002, with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
9. The Registrar, National Green Tribunal, Faridkot House, New Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.

10. The Registrar, Armed Force Tribunal, West Block - VIII, Opp. Mohan Singh Market, Sector - I, R. K. Puram, New Delhi - 110066 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
11. The Registrar, Appellate Tribunal, MCD, Room No. 29, Tis Hazari Courts, New Delhi-110054 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
12. The Registrar, Real Estate Appellate Tribunal of NCT of Delhi and UT of Chandigarh, B Block, Vikas Bhawan, New Delhi-110002 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
13. The Registrar, Debt Recovery Appellate Tribunal, Delhi (DRAT), Department of Financial Services, Ministry of Finance, 3<sup>rd</sup> Floor, Jeevan Deep Building, Sansad Marg, New Delhi-110001 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
14. Office of the Judicial Commission, THC Incident, Vikas Bhawan-II, Civil Lines, Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
15. The Commissioner, DDA, Vikas Sadan, INA, New Delhi-110023 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
16. The Commissioner, NDMC, Palika Kendra, Parliament Street, New Delhi-110001 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
17. All the officers of Delhi Higher Judicial Service/ Delhi Judicial Service (All Districts) with the request to bring the same into the notice of staff working under their control.
18. The Personal Office of undersigned.
19. The Member Secretary, NALSA, with the request to circulate the same amongst the staff of this establishment working in diverted/deputation basis.
20. The Member Secretary, DSLSA, with the request to circulate the same in all the DSLSA Districts and bring into the notice of staff of this establishment working in diverted/deputation basis.
21. The Dealing Official, Website Committee, Delhi, with the direction to upload the circular on the website of District Courts, Delhi.
22. For uploading on LAYERS.
23. R & I Branch of all districts, to affix copy of this circular on the Notice Board of their concerned court complexes.
24. All the Sr. Administrative Officers (J)/ Administrative Officers (J), Accounts Officer/Assistant Accounts Officer,/All Branch In-charges, Central District, THC, Delhi with the directions to bring the same into the notice of staff working under their control.



Principal District & Sessions Judge: (HQs)  
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