

CIRCULAR

Sub: Syllabus for the post of Jr. 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 Jr. Judicial Assistant against 20% test quota as given in S. No. 23 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
23	Junior Judicial Assistant PB-I-5200-20200+280 0/-	20% of the vacant posts by promotion from Head Jamadar/ Daftri/ Book Binder / Peon/ Orderly/ Dak Peon/ Frash/ Frash-cum-Dak Messenger/ Chowkidar/ Maali/Sweeper /Safai Karamchari on the basis of written test and interview.	By promotion from members of the Establishment of this Court: (i) Matriculation pass or equivalent from a recognized board from the category of Head Jamadar/Daftri (ii) Matriculation pass or equivalent from a recognized board having five years service from the categories of Book Binder/ Peon/Orderly/ Dak Peon / Frash/Frash-cum-Dak Messenger / Chowkidar /Maali/ Sweeper/ Safai Karamchari. They should have knowledge of English speed of not less than 35 w.p.m. in typewriting.	District Judge

It has been resolved that the departmental examination for the post of Junior Judicial Assistant will be a three-tier process, comprising a Typing Test, a written Test (MCQ based), and an interview. The examination process will be structured as follows:

TIER-I

- Eligible officials from this establishment who apply for the departmental test must undergo a typing test lasting 10 minutes.
- To qualify, candidates must demonstrate a minimum typing speed of 35 words per minute (w.p.m.)...
- The criterion for calculating typing speed will be based on "characters with space," and candidates will be allowed a maximum of 3% mistakes in relation to the total words typed.
- The typing test is considered 'qualifying' in nature. Only candidates who successfully clear this skill/Typing test will be eligible to participate in the MCQ Test (Tier-II).



TIER-II

- Tier-II of the examination will consist of a written test carrying a total of 100 marks, based on Multiple Choice Questions (MCQs).
- The test will comprise 50 MCQs, with each question carrying 2 marks.
- There will be no negative marking for incorrect answers.
- The duration of the test will be 90 minutes (1½ hours).
- Candidates must secure a minimum of 40% of the total marks in the MCQ test to qualify.
- The Tier-II exam aims to assess the General Aptitude and Suitability of the candidates, aligning with the specific job requirements.

The syllabus for the written test shall be as under:

Parts	Exam Type	Subjects	Questions	Marks	Duration of Exam.
Part-I	Objective Type (MCQ Based)	General English & General Hindi	25	50	90 Minutes
Part-II		General Knowledge & Current Affairs	25	50	

TIER-III

- Candidates who score a minimum of 40% marks in the Tier-II (written test) will be considered qualified to proceed to Tier-III (Interview).
- The eligible candidates, up to a maximum of three times the total vacancies, who qualify the Tier-II (written test), will be invited for the Interview round.
- 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.

(Signature) 24.11.23

(Narottam Kaushal)

Principal District & Sessions Judge: (HQs)

Delhi

50101-51001

No. _____/Recruitment Cell/Promotion/JJA(Deptt. Test)/2023 Dated, Delhi the 24.11.23

Copy forwarded for information and necessary action to:-

- 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.
- 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.
- 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, 8th 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, 3rd 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)
Delhi