

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

## CIRCULAR

**Sub: Notification for inviting online applications from the eligible officials of this establishment for filling up the vacant post of Junior Judicial Assistant by way of Departmental Competitive Examination.**

Online applications are invited from the eligible officials of this court for filling up **251 vacancies (including 10 vacancies for PwDs officials)** for the post of Junior Judicial Assistant by way of Departmental Competitive Examination. The date of skill test (Tier-I, Typing Test) will be published separately.

The qualification and eligibility criteria of the examination for the post of Junior Judicial Assistant under departmental quota has already been circulated vide Circular No. 50101-51001/Recruitment Cell/Promotion/JJA (Deptt. Test)/2023 dated, Delhi the 24.11.2023, which 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:<br>(i) Matriculation pass or equivalent from a recognized board from the category of Head Jamadar/Daftri<br>(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.<br>They should have knowledge of English and speed of not less than 35 w.p.m. in typewriting. | District Judge       |

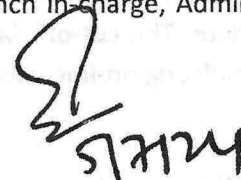
The eligible officials may submit their applications through Layers Software by giving particulars as prescribed in the online form on the intranet of this court. The intranet portal will be activated from **08.07.2024 (10:00 AM)** and will be live till **22.07.2024 (5:00 PM)**. No application shall be entertained after due date. **The cut-off date for determining eligibility of applicants/candidates shall be the last date of submitting on-line applications i.e. 22.07.2024.**

**Note/s:**

1. All officials must apply through Layers software only. Applications in physical or any other form will not be entertained, and such applications will be outrightly rejected without any notice. The method/steps for applying through the LAYERS Software are annexed as **Annexure 'A'** to this notification.
2. All other details, regarding time and venue of Skill Test/Typing Test, will be communicated later.

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2. All other details, regarding time and venue of Skill Test/Typing Test, will be communicated later.
3. The official applying for the said examination should ensure that he/she fulfill all the eligibility conditions for appearing in the examination as per Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012. Officials not having the essential qualifications as exactly mentioned in the Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012, for the concerned post need not apply.
4. The candidature of the official will be purely provisional at all stages and will be subject to satisfying the prescribed eligibility conditions. If, at any stage of the examination process, it is found that any official does not fulfill any of the eligibility conditions or the information furnished by the official is incorrect, his/her candidature shall stand cancelled without any notice. Mere issuance of an Admit Card or appearance in the examination does not entitle him/her to claim the post in any manner.
5. In the case of fake/fabricated applications/registrations by misusing any dignitary's name/photo, such official will be held responsible for the same and liable for suitable legal/disciplinary action.
6. The Office of the Principal District and Sessions Judge (HQs), Delhi reserves the right to cancel a part or the entire process of the examination, without assigning any reasons.
7. The Office of the Principal District and Sessions Judge (HQs), Delhi reserves the right to change or make amendments to the examination scheme at any time before the examination, if so required.
8. No books will be allowed during the examination.
9. The use of any digital instrument/mobile/cell phone, pager/electronic watches, etc., is not allowed. Candidates are strictly advised not to bring any of the above gadgets to the examination centre, as no arrangements for keeping or securing these items will be available at the centres.
10. In case any candidate is caught/found to be in possession of any electronic gadget/instrument or using any unfair means, he/she will be debarred from the examination, and legal/disciplinary proceedings shall also be initiated against the candidate.
11. The numbers of vacancy are tentative in nature and may be increased or decreased by the Competent Authority.
12. In order to resolve any query or question and providing assistance in filling up of online application form officials are directed to contact Nodal Officer/Branch In-charge, Administration Branch-III, Central, Tis Hazari Courts, Delhi.



Principal District & Sessions Judge: (HQs)  
Delhi

**Copy forwarded for information and necessary action to:-**

1. The Office of Secretary General, Hon'ble Supreme Court of India, New Delhi with the request to circulate the same amongst the staff of this establishment working there on diverted/deputation basis.
2. 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.
3. 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.
4. 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.
5. 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.
6. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
7. Sh. Rajesh Kumar Goel, Ld. District Judge Commercial Courts-02, Central/ Ld. Chairperson (Selection Committee), RACC, Delhi for information.
8. The Registrar, National Company Law Tribunal, Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
9. The Registrar, National Commission for Protection of Child Rights, New Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
10. Additional Coordinator, 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.
11. The Office of the Lokayukta, GNCTD with the request to circulate amongst the officials of this establishment working there on deputation/diverted capacity.
12. 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.
13. The Delhi Cooperative Tribunal, New Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
14. 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.

  
5/7/24

15. The Registrar, Appellate Tribunal for Electricity, New Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
16. 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.
17. 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
18. 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.
19. 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.
20. 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.
21. 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.
22. All the officers of Delhi Higher Judicial Service/ Delhi Judicial Service (Central Districts) with the request to bring the same into the notice of staff working under their control.
23. The Personal Office of undersigned.
24. The Member Secretary, NALSA, with the request to circulate the same amongst the staff of this establishment working in diverted/deputation basis.
25. 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.
26. The Dealing Official, Website Committee, Delhi, with the direction to upload the circular on the website of District Courts, Delhi.
27. For uploading on LAYERS.
28. R & I Branch of all districts, to affix copy of this circular on the Notice Board of their concerned court complexes.
29. 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.
30. The Branch In-Charge, IT Cell, THC, Delhi, to make necessary steps for activating the portal.

Principal District & Sessions Judge: (HQs)

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**Steps for applying for the post of Junior Judicial Assistant (Departmental) 2024 through LAYERS Software –**

1. Applying for the post of Junior Judicial Assistant (Departmental) 2024 requires LAYERS login available at <http://10.199.37.5/layers> accessible in all District Courts, Delhi.
2. The applicant has to Login LAYERS on <http://10.199.37.5/layers> with their existing LAYERS login ID and password.
3. If the applicant's designation is Head Jamadar/Daftri/Book Binder/Peon/Orderly/Dak Peon/Frash/Frash-cum-Dak Messenger/Chowkidar/Maali/Sweeper/Safai Karam Chari then his/her LAYERS dashboard will have a Menu as follows:

**"Recruitment → Departmental Exam – JJA 2024"**

4. After accessing the departmental exam tab, an application form is available under "Applicant Menu" to be filled by the applicant as under ;

|   |   |
|---|---|
| a. Name -   | Prefilled from LAYERS (Non Editable)                          |
| b. Designation of official -  | Prefilled from LAYERS (Non Editable)                          |
| c. Employee Code/PIN -  | Prefilled from LAYERS (Non Editable)                          |
| d. Father's Name -  | Prefilled from LAYERS (Non Editable)                          |
| e. Date of Birth -  | Prefilled from LAYERS (Non Editable)                          |
| f. Gender -   | To be filled by the Applicant                                 |
| g. Category -   | To be filled by the Applicant                                 |
| h. Education Qualification (Highest) -  | Prefilled from LAYERS (Non Editable)                          |
| i. Date of Entry into Service as<br>Head Jamadar/Daftri/Book Binder/Peon/Orderly/<br>Dak Peon/Frash/Frash-cum-Dak Messenger/Chowkidar/<br>Maali/Sweeper/Safai Karam Chari (Regular)-          | To be filled by the Applicant                                 |
| j. Present Place of Posting -   | Prefilled from LAYERS (Non Editable)                          |
| k. Address (Permanent) -  | Prefilled from LAYERS (Non Editable)                          |
| l. Address (Present) -  | Prefilled from LAYERS (Non Editable)                          |
| m. Working knowledge of Computers -   | To be filled by the Applicant (If any)                        |
| n. Date of Initial appointment -  | Prefilled from LAYERS (Non Editable)                          |
| o. Length of Service on regular basis-<br>as Head Jamadar/Daftri/Book Binder/Peon/Orderly/<br>Dak Peon/Frash/Frash-cum-Dak Messenger/Chowkidar/<br>Maali/Sweeper/Safai Karam Chari (Regular)- | Autofilled as per "Date of Entry in to Service"<br>(Editable) |
| p. Mobile No. -   | Prefilled from LAYERS (Non Editable)                          |
| q. Alternate Mobile No. -   | To be filled by the Applicant (if any)                        |
| r. Email Id -   | Prefilled from LAYERS (Editable)                              |
| s. Upload Photo   |   |
| t. Upload Signature   |   |

5. After filling up all the above details, applicant has to click on Get OTP button, and enter the OTP received on the Registered or Alternate mobile.
6. Thereafter applicant needs to click on "Submit button" which is final stage of submission of form. A pop-up message advising candidates to review all fields will appear on the screen before the final submission.



7. 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 register first and in case of any issue regarding submission of application or any change is required in the prefilled column/s, the candidate may contact LAYERS seat (Mr. Gaurav and Mr. Tulsi, contact no. 011-23935772) in Computer Branch, Central, Tis Hazari Court, Delhi with documentary proof (as per official record) for making changes.*

MLTS