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

CIRCULAR

In continuation of earlier Circulars No. 1439/44137-297/Rectt.Cell/Selec.P.S./2017 dated 05.07.2017 and 2442/71359-559/Rectt.Cell/Selec.P.S./2017 dated 06.11.2017, applications are again invited from the eligible officials working on the posts of Head Jamadar/Daftri, Book Binder, Peon, Orderly, Dak Peon, Farash, Farash-cum-Dak Messenger, Chowkidar, Maali, Sweeper, Safai Karamchari in the Establishment of District & Sessions Judge (HQs), Delhi for filling up of vacant posts of Process Server (Group-C Non Gazetted) in PB- I, Pay Band of Rs. 5200-20,200/- with Grade Pay of Rs. 2400/- on regular basis.

Application in the prescribed enclosed proforma must reach this office latest by 13.08.2018 upto 5:00 P.M. No application will be entertained thereafter. **The Officials who had earlier applied in response to this office earlier Circulars No. 1439/44137-297/Rectt.Cell/Selec.P.S./2017 dated 05.07.2017 and 2442/71359-559/Rectt.Cell/Selec.P.S./2017 dated 06.11.2017 are not required to apply afresh.**

Criteria for the post of Process Server :-

For Head Jamadar/Daftari : Matriculation pass or equivalent from a recognized Board having valid LMV Driving License (for the last two years).

For Book Binder/ Peon/ Orderly/ DakPeon/ Farash/ Farash-cum Dak Messenger/ Chaukidar/ Maali/ Sweeper/ Safai Karmchari : Matriculation pass or equivalent from a recognized board with five years service in the establishment of District & Sessions Judge (HQs), Delhi & having valid LMV Driving License (for the last two years).

The Mode of Selection:-

It would be an objective type test based on written examination followed by Driving Test and Interview. The question paper will comprise of multiple choice questions of 100 marks. Each question will carry 1 (one) mark and there will be 01 mark for each correct answer. There shall not be any negative marking. The Question paper will have 4 sections mentioned in below drawn table.

Sl. No.	Subjects	Questions	Marks	Time
01	General Knowledge	25	25	120 Minute
02	General Mathematic & Reasoning	25	25	
03	General English	25	25	
04	Functioning of Court work.	25	25	
Total		**100**	**100**	

The date of examination will be informed later.

(Taiwant Singh)
District & Sessions Judge (HQs)
Delhi.

No. 50067-50237 /Rectt. Cell/ Selec.P.S /2018 Dated, Delhi the 04/08/2018

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. District & Sessions Judge, East (KKD)/New Delhi (PHC)/South-West (Dwarka/ West (THC)/North-West (Rohini)/South (Saket)/North-East (KKD)/South-East (Saket)/Shahdara (KKD)/North (Rohini), Delhi/New Delhi, with the request to circulate the same in their respective District.

P.T.O

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. The Director, Delhi Judicial Academy, Dwarka with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
5. 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.
6. All the officers of Delhi Higher Judicial Service/Delhi Judicial Service (Central District) with the request to bring the same into the notice of staff working under their control.
7. The Personal Office of undersigned.
8. 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.
9. The Dealing Official, Website Committee, Delhi, with the direction to upload the circular on the website of District Courts, Delhi.
10. The Notice Board of all Court Complexes, Delhi/New Delhi.
11. All the Sr. Administrative Officers/ Administrative Officers (Judl.)/Br. Incharges, Central District, THC, Delhi, with the directions to bring the same into the notice of staff working under their control.

District & Sessions Judge (HQs)
Delhi

PROFORMA TO BE FILLED AS PER INSTRUCTIONS OVERLEAF

Ref.No. (Office Use):-

Paste recent passport size color photograph.

1. Name of the applicant :
2. Father's/Husband's Name :
3. Date of Birth :
4. Educational Qualification :
5. Permanent Address :
6. Correspondence Address :
7. Whether having LMV Driving License:
8. Date of Issuance of D/L :
9. Sex (Male/Female) :
10. Category(GEN/OBC/SC/ST) :
11. Sub-Category (PH/Ex-Serviceman) :
12. Date of Entry into Service (Regular) :
13. Whether convicted by any court of law for any driving offence during last two years, if yes, then Provide details :
14. Whether Challaned by the Traffic Police or any other law enforcing agency during last 2 years, if yes, then provide details. :

15. Present Post Held :

a) Whether Regular/Ad-hoc :

b) Date of appointment in present post (mention ad-hoc & regular periods separately with pay Scale) :

16. Contact No. :

17. E-mail Address :

Date:

Place:

Signature:_____

Name: _____

Present Posting: _____

_____

_____

_____

EC No. _____

Instructions for the Applicants:-

1. Application should be filled in BLOCK LETTERS only except for particulars to be filled in Sl. No.13 & 14.
2. Application should be duly forwarded by the Ld. Presiding Officer/Officer concerned and should be routed through Ld. District & Sessions Judge concerned.
3. Applicants are directed to enclose attested true copies of their testimonials & copy of Driving License along with their applications.
4. Incomplete applications will be summarily rejected.