No- 888/DJ/JHD 24/0/17. F-1 307 22/5/17

No. Admn.I&II/Clr./2017 1126/32125-32375 Delhi, Dated 26 MAY 2017

Copy forwarded for information & necessary action to:

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi with the request for circulation of the same amongst the staff of this office working in diverted capacity under their kind control.
2. The Ld. District & Sessions Judges, West, New Delhi, South, South-East, East, North-East, North-West, South-West, North & Shahdara District, Delhi/New Delhi with request to circulate the circular among the staff working under their kind control.
3. All the Judicial Officers (Central District) with request to intimate the same to the staff working under their kind control.
4. All Sr. Administrative Officer/Administrative Officer/Branch In-Charge (Central District), THC, Delhi with direction to intimate the same to the staff working under their control.
5. Personal Office of the Ld. District & Sessions Judge (HQs), Delhi.
6. The Director, Delhi Judicial Academy, Dwarka, New Delhi with request to intimate the staff of this office working in diverted capacity under their control.
7. Office of the Principal Judge, Family Courts, Dwarka, New Delhi with request to intimate the staff of this office in diverted capacity under their kind control.
8. The Secretary, Delhi High Court Legal Service Committee, DHC, New Delhi.
9. The Secretary, Delhi State Legal Service Committee, Tis Hazari Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Patiala House Courts & Saket Courts, Delhi/New Delhi with request to intimate the staff of this office working in diverted capacity under their control.
10. All PROs/APROs, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohini Courts, Dwarka Courts, Delhi/New Delhi.
11. Dealing Official, Personal File (P.A./JA/JJA), Admn.I & III, THC, Delhi with direction to forward the applications of eligible/willing officers/officials completed in all respect to the concerned authority within stipulated time.
12. Notice Board, Tis Hazari Courts, Patiala House Courts, Saket Courts, Karkardooma Courts, Rohni Courts & Dwarka Courts, Delhi/New Delhi.
13. Dealing Official, Server Room No. 207, Tis Hazari Courts, Delhi.
14. Dealing official, Website Committee.

Note: The last date of receipt of applications from the willing and eligible Officers/Officials is 24.05.2017. The applications received thereafter shall not be entertained.

19/05/17

(VIMAL KUMAR YADAV)
ADJ (West)/Officer Incharge (Admn.I)
Office of the District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

Be circulated

22/5/17

HIGH COURT OF DELHI : NEW DELHI

17 MAY 2017

No.225/Exam./DHC

Date: 17.05.2017

NOTICE

Online applications are invited from the members of establishment of this court and from members of the establishment of Courts subordinate to this Court for filling up 38 existing vacancies (16 AOJs and 22 Court Masters) and such vacancies which may arise till 31.05.2017 of Administrative Officer (Judicial)/ Court Master against 75% test quota, by way of Departmental Competitive Examination. The written test, which comprises two papers, will be held as per the following schedule:

Paper-I	12.08.2017	10.00 AM to 1.00 PM
Paper-II	13.08.2017	10.00 AM to 1.00 PM

The qualification, eligibility conditions and mode of appointment for filling up the posts of Administrative Officer (Judicial)/Court Master against 75% test quota as given in Items 4 and 5 of Schedule II to the Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972, are as under :-

S. No.	Category of Post	Minimum qualification prescribed for appointment to the post	Mode of appointment
4	Admn. Officer (Judl.) (Promotion/ Selection post)	B(i) For members of establishment of this Court:- Graduate with 5 years' regular service (Law Graduate to be preferred) or non-graduate with 8 years' service in any of the posts of Assistant Accounts Officer/ Senior Judicial Assistant/ Senior Judicial Translator/ Reader/ Senior Personal Assistant/ Senior Assistant Librarian/ Court Officer and/ or equivalent post; OR Graduate with 7 years' regular service (Law Graduate to be preferred) in the post of Judicial Assistant/ Judicial Translator/ Personal Assistant/ Assistant Librarian/ Chief Cashier or its equivalent post or combined service in any of these posts and the posts mentioned in clause (B)(i) above; (B) (ii) For members of the establishment of Courts subordinate to this Court: Graduate with 5 years regular service (Law Graduate to be preferred) in the post of Senior Judicial Assistant/ Senior Personal Assistant; OR Graduate with 7 years regular service (Law Graduate to be preferred) in the post of Judicial Assistant/ Personal Assistant or combined service in any of these posts and the posts mentined in clause (B)(ii) above;	B (i) & (ii) 75% of the vacant posts by selection on merit on the basis of written test and interview from categories specified in column 3(B)(i) & (ii).

DBSJ(HQs)
17/5/17.
OIC (Admn.I)

Mr. Amit
18/5/17

5	Court Master (Promotion/ Selection post	B(i) For members of establishment of this Court:- Graduate with 5 years' regular service (Law Graduate to be preferred) or non-graduate with 8 years service in any of the posts of Assistant Accounts Officer/ Senior Judicial Assistant/ Senior Judicial Translator/ Reader/ Senior Personal Assistant/ Senior Assistant Librarian/ Court Officer and/ or equivalent post; OR Graduate with 7 years' regular service (Law Graduate to be preferred) in the post of Judicial Assistant/ Judicial Translator/ Personal Assistant/ Assistant Librarian/ Chief Cashier or its equivalent post or combined service in any of these posts and the posts mentioned in clause (B)(i) above; (B) (ii) For members of the establishment of Courts subordinate to this Court: Graduate with 5 years regular service (Law Graduate to be preferred) in the post of Senior Judicial Assistant/ Senior Personal Assistant; OR Graduate with 7 years regular service (Law Graduate to be preferred) in the post of Judicial Assistant/ Personal Assistant or combined service in any of these posts and the posts mentined in clause (B)(ii) above;	B (i) & (ii) 75% of the vacant posts by selection on merit on the basis of written test and interview from categories specified in column 3(B)(i) & (ii).

The candidates who fulfill the requisite qualification and desire to appear in the written test may submit their applications online giving full particulars of their service and educational qualifications as prescribed in the online format **on or before 31.05.2017** on the website of this Court viz. www.delhihighcourt.nic.in under the link **Public Notice-Job Openings.**

The cut-off date for determining eligibility of candidates shall be 31.05.2017.

Note:

1. All the candidates shall apply online only. No application in physical form shall be entertained and all such applications shall be outrightly rejected without any further notice to such candidates.

2. Candidates working in subordinate courts, in addition to the online application, must also forward a printout of the application submitted through online mode duly forwarded by the competent authority, after certifying the particulars filled in. In case, the duly forwarded copy is not received in the Examination Branch by the last date, the candidature is liable to be rejected.

The following syllabus has been prescribed for the examination for the posts of Administrative Officer (Judicial)/ Court Master:-

"**Written Paper-I** **100 Marks**
Time three hours

(i) High Court Rules and Orders Vol. V.
(ii) Delhi High Court (Original Side) Rules, 1967.

Written Paper-II **100 Marks**
Time three hours
(i) Indian Limitation Act, 1963 (Sections only)
(ii) Court Fees Act, 1870 (Sections only)

(iii) Civil Procedure Code:- Part-VII (Appeals) and Part-VIII (Reference, Review and Revision) Orders 5,22,32,41 and 44.
(iv) Criminal Procedure Code: Sections 28 to 31 and 372 to 405.

INTERVIEW **50 Marks**

In the interview a practical oral test will be given in (i) reading hand-written English, Hindi and Urdu documents and (ii) familiarity with records of the High Court, Lower Courts, Law Reports and Law Books.

Candidates, who obtain 50 per cent marks in each of the written papers will be called for interview and only those candidates will be considered eligible for appointment as Administrative Officer(Judicial)/ Court Master, who secure 50 per cent marks in aggregate of the marks prescribed for written test and interview, subject to the no. of vacancies advertised.

By Order

Sd/-

(G.R. Grover)
REGISTRAR (Spl/Exam.)

Endst. No. 226-235/Exam./DHC Date : 17.05.2017

Copy to :-

1. The District Judge & Sessions Judge (Head Quarter), Delhi with the request that this may be circulated amongst the eligible officials in all the eleven districts of the District Courts of Delhi for the post of Admn. Offiver (Judicial)/Court Master and forward the applications of only eligible candidates, duly verified, to this Court. This notice may also be displayed on the website of the District Courts.
2. All Registrars/OSDs, Delhi High Court.
3. All Joint Registrars/Joint Registrars (Judicial)
4. Deputy Registrar-cum-Secretary to Hon'ble the Acting Chief Justice
5. All Deputy Registrars/Assistant Registrars/Deputy Controller of Accounts/
6. Assistant Registrar-cum-PA to Registrar General
7. Admn. Officers (Judl.)/Court Masters/Private Secretaries/Librarian/System Analysts with the request that the officials working under them, as also those who are on leave, may be informed about this notice.
8. Assistant Registrar (Technical) with the request to upload the notice on the official website of this Court viz. www.delhihighcourt.nic.in under the link **Public Notice-Job Openings** and also on the intranet.
9. Be displayed on the Notice Board.
10. Guard file.

Deputy Registrar (Examinations)