District & Session Judge
Diary No. 1274
Incoming
16 OCT 2018
DHC, Delhi SHD, KKD

C-BBB 18/10/18

HIGH COURT OF DELHI : NEW DELHI
(Establishment-I Branch)

No.21325-36/Estt./E-IV/DHC

Date: 15.10.2018

To,

1. The Ld.District & Sessions Judge(HQs), Tis Hazari Courts, Delhi.
2. The Ld.District & Sessions Judge (East), Karkardooma Courts, Delhi.
3. The Ld.District & Sessions Judge (New Delhi), Patiala House Courts, New Delhi.
4. The Ld.District & Sessions Judge (South West), Dwarka Courts, New Delhi.
5. The Ld.District & Sessions Judge (West), Tis Hazari Courts, Delhi.
6. The Ld.District & Sessions Judge (North West), Rohini Courts, Delhi.
7. The Ld.District & Sessions Judge (South), Saket Courts, Delhi.
8. The Ld.District & Sessions Judge (North East), Karkardooma Courts, Delhi.
9. The Ld.District & Sessions Judge (South East), Saket, New Delhi.
10. The Ld.District & Sessions Judge (Shahdara), Karkardooma Courts, Delhi
11. The Ld.District & Sessions Judge (North), Rohini Courts, New Delhi.
12. The Ld.Principal Judge (Hqs), Family Courts, Dwarka Court Complex, New Delhi.

Sub.: Advertisement for filling up 25 posts of Senior Personal Assistant on deputation basis in Delhi High Court -regarding.

Sir,

I am directed to forward herewith a vacancy notice regarding inviting applications for filling up 25 posts of Senior Personal Assistant in Delhi High Court on deputation basis and to request you to upload the same in your official website as also to display the same in your notice boards in order to give wide publicity to it.

Yours faithfully,

Assistant Registrar(Estt.-I)

Encl.: As above

Seen & Copy be sent to website committee, Shahdara District with request to upload the same on official website & also to the O/C - Caretaking Branch to direct the concerned to display the same on the Notice Board.

DRS (SHD) (Offg.)
16.10.2018

HIGH COURT OF DELHI: NEW DELHI

No.720/Estt/E-IV/DHC
Date: 15.10.2018

NOTICE

Applications are invited for filling up 25 posts of Senior Personal Assistant on deputation basis for a period of one year or till the incumbents are appointed to these posts, whichever is earlier, from amongst the officials of the Government Departments, working as SPA/ PA and fulfilling the following eligibility conditions:-

S. No.	Name of Post	Pay Scale	Eligibility conditions
1.	Senior Personal Assistant	Level 8 of Pay Matrix as per 7th Pay Commission Recommendations.	Graduate who is holding analogous post on regular basis with at least three years experience and having a speed of not less than 110 wpm in shorthand and 40 wpm in typing on computer.

The pay of the candidates selected will be regulated in accordance with DOP & T, O.M. No. 2/29/91-Estt. (Pay-II) dated 05.01.1994, as amended from time to time.

The maximum age limit for appointment on deputation shall be 40 years as on the closing date for receipt of applications.

The applications, **from eligible officials who are desirous/willing to work on the post on deputation basis, and can be spared in the event of their selection may be forwarded through proper channel in the prescribed proforma to the undersigned within 30 days from the date of its issue** along with (a) photo copies of the annual confidential reports for the last three years: (b) Vigilance Clearance Report clearly indicating that no departmental disciplinary or criminal proceedings are either pending or contemplated against the officials concerned: (c) Statement showing the minor/ major penalties imposed, if any, and (d) integrity Certificate.

SD/-
JOINT REGISTRAR (ESTT-I)

PERFORMA OF APPLICATION FOR THE POST OF SENIOR PERSONAL ASSISTANT ON DEPUTATION BASIS IN THE HIGH COURT OF DELHI, NEW DELHI.

Name of the Applicant:

Date of Birth:

Present post held:

Date of Initial Appointment and Post Held

a) Ad-hoc

b) Regular

Date of appointment in the Present Post:

a) Adhoc

b) Regular

Present Pay & Scale of Pay:

Educational Qualification:

Experience:

Date of return from Ex-cadre post, if any:

Brief service particulars:

Whether SC/ST/OBC:

Signature of the Applicant

Telephone _____

Certificate by Parent Office:

The information furnished by the candidate has been verified from records and is found to be correct.

Name:

Designation:

Office: