

HIGH COURT OF DELHI : NEW DELHI

No.56/Exam./DHC

Date: 30.03.2019.

NOTICE

Online applications are invited from the members of establishment of this Court and from the members of establishment of Courts subordinate to this Court for filling up 13 existing vacancies of Administrative Officer (Judicial) / Court Master, which arose prior to 05.06.2018 under 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 | 07.07.2019 | 10.00 AM to 1.00 PM |
| Paper – II | 21.07.2019 | 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 |
|--------|--|---|---|
| 1 | 2 | 3 | 4 |
| 4 | Administrative Officer (Judicial) (Promotion / Selection post) | <p>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;</p> <p>OR</p> <p>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;</p> <p>(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;</p> <p>OR</p> <p>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 mentioned in clause (B)(ii) above;</p> | 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). |

| | | | |
|---|--|--|---|
| 5 | Court Master (Promotion/ Selection post) | <p>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;</p> <p style="text-align: center;">OR</p> <p>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;</p> <p>(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;</p> <p style="text-align: center;">OR</p> <p>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 mentioned in clause (B)(ii) above;</p> | 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 tests, may submit their applications online giving full particulars of their service and educational qualifications **on or before 01.06.2019** on the website of this Court viz. www.delhihighcourt.nic.in under the link **Public Notice-Job Openings**. The portal for submitting online applications will be operational from **17.05.2019 (11:00 a.m.)** till **01.06.2019 (5:00 p.m.)**.

The cut-off date for determining eligibility of applicants-candidates shall be the last date of submitting online applications, i.e., 01.06.2019.

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 through the Office of the District & Sessions Judge (Headquarters), Tis Hazari Courts, Delhi, after certifying the particulars filled therein. In case the duly forwarded copy is not received in the Examination Branch by **07.06.2019**, their candidature will be rejected.
3. No representation regarding relaxation in requisite length of service, extension of last date of receipt of applications, change of dates of examinations or for relaxation of rules, etc., shall be entertained.

The following Syllabus has been prescribed for the Administrative Officer (Judicial) / Court Master Examination:-

Written Paper-I

100 Marks

Time three hours

- (i) High Court Rules and Orders Vol.V.
- (ii) Delhi High Court (Original Side) Rules, 2018
- (iii) Delhi High Court (Right to Information) Rules, 2006 as amended up-to-date; Notifications/Practice Directions issued in respect thereof; and the RTI Act, 2005.
- (iv) Practice Directions and/or Rules issued by Delhi High Court on different subjects including Electronic Filing (e-filing); Issuance of Summons/Notices through Speed Post; Public Interest Litigation Rules, 2010, etc.

Written Paper-II

100 Marks

Time three hours

- (i) Indian Limitation Act, 1963;
- (ii) Court Fees Act, 1870;
- (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; and
- (v) Constitution of India-Fundamental Rights (Part-III-Articles 12 to 35), Directive Principles of State Policy (Part-IV-Articles 36 to 51), Fundamental Duties (Part-IVA – Article 51A).

The candidates, who would obtain 50% marks in each of Papers I and II of the written tests would be called for interview.

INTERVIEW

50 Marks

The maximum marks for interview would be 50 marks and the minimum passing criteria to qualify interview would be 20 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, apart from judging the performance, overall personality and the actual working knowledge.

The final select/merit list would be prepared by adding the marks secured in Paper I, Paper II and interview and as per merit, the candidates would be recommended for appointment to the posts of Administrative Officer (Judicial) and Court Master, as the case maybe.

Sd/-

(H.K Arora)
Registrar (Spl/Exam.)

Copy to :-

1. The District Judge & Sessions Judge (Headquarters), Delhi with the request that this Notice may be circulated amongst the eligible officials in all the districts of the District Courts and forward the applications of only eligible candidates, duly verified, to this Court by **07.06.2019**. 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) / Deputy Registrars / Assistant Registrars / Deputy Controller of Accounts / Admn. Officer (Judl.) / Court Masters / Private Secretaries with the request that the officials working under them, as also those who are on leave, may be informed about this Notice.
4. Joint Director (IT) 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.
5. Be displayed on the Notice Board.
6. Guard file.


Deputy Registrar (Exam.)