

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

No.670/Estt.I/EI-3/DHC  
Date: 01.07.2025

**CIRCULAR**

Applications are invited from the retired officers/ officials (upto to the rank of Admn. Officer (Judicial)/ Court Master) (10 numbers in all) for engagement on contract basis in this Court initially for a period of six months for doing the work with regard to consignment of decided cases, pagination & indexing of judicial files, digitization, destruction of records and other works in the Writ Branch of this Court on a consolidated monthly remuneration, without any allowances/ facilities, as detailed below:-

- |  |                       |
|--|-----------------------|
| i. Admn. Officer(Judl.)/ Court Master              | ₹ 60,000/- per month. |
| ii. Senior Judicial Assistant/Reader/Court Officer | ₹ 52,500/- per month. |
| iii. Judicial Assistant                            | ₹ 37,500/- per month. |

The interested retired Officers/ officials of this Court (upto to the rank of Admn. Officer (Judicial)/ Court Master), may submit their applications as per the format annexed, in the Establishment-I Branch of this Court latest by **15.07.2025**. The term of persons so engaged shall not be extended beyond 65 years of age.

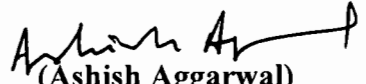
Sd/-  
(Dinesh Kumar Manchanda)  
Joint Registrar(Estt.-I)

Endst. No.11042-47/Estt-I/EI-3/DHC

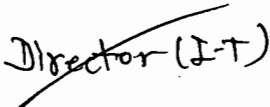
Date: 01.07.2025

Copy to:-

1. The Registrar-cum Secretary to Hon'ble the Chief Justice.
2. P.A. to Registrars/ OSDs/Co-ordinators, DIAC.
3. All Joint Registrars/ Deputy Registrars/ Assistant Registrars.
4. PA to Registrar(IT)- with the request to upload the same on the (i) website of this Court and (ii) intranet of this Court.
5. The Admn. Officer(Judl)/ Court Masters & Private Secretaries to the Hon'ble Judges with the request to bring the instant circular to the notice of Officials posted in the Branches/ Courts.
6. Notice Board.


  
(Ashish Aggarwal)  
Admn. Officer(Judl.)(Estt-I)

As directed may be uploaded.

  
Director (I-T)

Ditya  
01/07/2025  
P.A. to Registrar (I.T.)

D(I.T)-I

  
01/07/2025

2577/R/IT  
01/07/25

**HIGH COURT OF DELHI: NEW DELHI**

APPLICATION FOR ENGAGEMENT OF RETIRED OFFICERS/ OFFICIALS FOR DOING THE WORK WITH REGARD TO CONSIGNMENT OF DECIDED CASE, PAGINATION & INDEXING OF JUDICIAL FILES; DIGITIZATION, DESTRUCTION OF RECORDS AND OTHER WORKS IN THE BRANCHES OF THIS COURT ON CONSOLIDATED MONTHLY REMUNERATION

Name of the Retired Officer/ Official :

Date of Birth :

Date of retirement :

Age on the date of submitting application:

Details of the postings and posts held :  
during the service

Whether suffering from any disease :  
and details thereof

Whether any penalty was imposed :  
during the service;  
If yes, details thereof

Whether earlier engaged in this Court :  
after retirement. If yes, the position and  
the period.

Place:

Date:

Name and Signature  
Residential Address &  
Contact Number