

HIGH COURT OF DELHI : NEW DELHI

No. 276/Estt./E-2/DHC

Date 02.06.2016

NOTICE

Applications are invited from eligible officials of this Court and of the Courts subordinate to this Court for filling up existing 27 vacant posts of Private Secretary in the Pay Band of Rs. 15600-39100+ Grade Pay Rs. 6600 against 75% test quota as per clause (B) (i) of Item No. 6 of Schedule II to Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972, prescribing recruitment rule for the post of Private Secretary, as amended vide Notification dated 08.03.2016. As per clause (B) (i) of the said rule, the minimum qualification prescribed for the post is as under:-

(B) (i) – For officials of this Court and Courts subordinate to this Court:

Essential:

- (a) Graduate from a recognized University,
- (b) 5 years' regular service in the post of Senior Personal Assistant/ Senior Judicial Assistant/ Senior Judicial Translator/ Senior Assistant Librarian / Reader / Court Officer or its equivalent post;

OR

- 7 years' regular service in the post of Personal Assistant / Judicial Assistant / Judicial Translator / Assistant Librarian / Chief Cashier or its equivalent post or combined service in any of these posts and the posts mentioned in clause (b) above; and
- (c) Possessing a speed of not less than 120 w.p.m. in English Shorthand and 45 w.p.m. in English Typing on Computer with proficiency in Computer.

Desirable:

Bachelor Degree in Law (LL.B) from a recognized University.

The mode of appointment prescribed for the post of Private Secretary against Clause (B)(i) of item No.6 of Schedule II is as under:

" 75% of the posts by selection on merit on the basis of -

- (a) performance in written examination comprising of one paper in English language (Essay, Grammar and Translation);
- (b) qualifying skill test of shorthand dictation in English of 5 minutes duration at the speed of 120 w.p.m. to be transcribed on computer in English in 40 minutes, and typing test in English of 10 minutes duration on computer at the speed of 45 w.p.m.
[Note: Each participant will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered]; and
- (c) performance in viva-voce test/ interview."

The written examination in English language will be for 200 marks for 3 hours duration and the interview shall consist of 30 marks. Candidates securing minimum 50% marks in the written examination in English language will be declared successful in the written examination.

Candidates, who fulfill the requisite qualifications as on the last date of submission of applications, may submit their applications to the Establishment Branch clearly giving particulars of their service and educational qualifications, residential address, contact number, email etc., on or before **Saturday, the 18th June 2016**.

The written examination comprising one paper in English Language (Essay, Grammar and Translation) for 200 marks will be held on **Monday, the 4th July 2016** and the skill tests of shorthand dictation in English and typing test in English on Computer will be held on **Tuesday, the 5th July 2016**.

The eligible & willing officials of the District Courts of Delhi are required to send their applications through the District & Sessions Judge (HQ), Delhi. The office of the District and Sessions Judge (HQ), Delhi may forward the applications to this Court, after due verification of the particulars of eligibility furnished by the candidates immediately. The officials of District Courts must ensure that their applications are received in this Court through the O/o District & Sessions Judge (HQs), Delhi well before the last date of submitting applications, i.e. **Saturday, the 18th June 2016**.

The applications of officials of this Court and the District Courts of Delhi received after the last date of submitting the applications will not be considered and shall stand rejected summarily.

It is made clear that no representation regarding relaxation in the 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.

By Order

Sd/-
(P.C. Jain)
Registrar (Estt.)

Copy to :-

1. The District Judge & Sessions Judge (Headquarters), Tis Hazari Courts, Delhi with the request that this Notice may be circulated amongst the eligible officials in all the eleven districts of the District Courts of Delhi and to forward the applications of only eligible candidates after duly verifying particulars of eligibility furnished therein so as to reach this Court on or before **Saturday, the 18th June 2016**. This Notice may also be displayed on the website of the District Courts.
2. Registrar-cum-Secretary to Hon'ble the Chief Justice/ All Registrars, 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. Assistant Registrar (Technical) with the request to upload the notice on the official website and intranet of this Court.
5. Be displayed on the Notice Board.
6. Guard file.

S. Manoj 02.6.16.
Deputy Registrar (Estt.)