

**HIGH COURT OF DELHI: NEW DELHI**  
**(Examination Cell)**

No. 101/E6/Exams/DHC  
Date: 17/05/2019

**NOTICE**

It is notified for information of all concerned that Interview of Personal Assistant Examination-2018 will be held in Delhi High Court as per the following Schedule:-

Date of Interview	Reporting Time	Reporting Venue
27 May, 2019	02:00 P.M.	Examination Cell, Room No. 211, 2 <sup>nd</sup> Floor, Administrative Block, Delhi High Court, Sher Shah Road, New Delhi-110503.

  
Deputy Registrar (Exams)

**Note: 1) The candidates may download their Admit Cards from 23.05.2019 (11:00 A.M.) onwards from the official website of this Court viz. [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in) under the link "Public Notice-Job Openings".**

- 2) All the candidates will have to submit self-attested copies of requisite documents along with duly filled in and signed list of documents (as per Proforma attached herewith (Annexure-"A") and shall produce their respective originals at the time of interview.**
- 3) The candidates already in Government Service should submit No Objection Certificate (as per Proforma attached herewith (Annexure-"B") at the time of his/her Interview.**
- 4) No copy of any document(s) received after the date of interview, either by post or by hand, will be taken on record/ or into consideration.**

**HIGH COURT OF DELHI : NEW DELHI**

Registrar General  
Delhi High Court  
New Delhi

**Subject: List of Documents submitted at the time of Interview for the post of Personal Assistant.**

Sir,

I hereby submit self-attested copies of the following documents.

Sr. No.	Particulars of Certificates and Documents	Certificate/Document no. and date of issue	Issuing Authority	Remarks
1.	10 <sup>th</sup> Class Certificate			
2.	10 <sup>th</sup> Class mark-sheet			
3.	12 <sup>th</sup> class certificate/Diploma			
4.	12 <sup>th</sup> class mark-sheet			
5.	Graduation Mark-sheet			
6.	Graduation Degree/ Provisional			
7.	Post-graduation, if any			
8.	Any Other qualification			
9.	Residence Proof/Domicile Certificate			
10.	Caste Certificate			
11.	NCL Certificate (for OBC candidates)			
12.	Proof of Age (Matriculation Certificate/any other documents)			
13.	Any Other Documents			
14.				
15.				

I hereby declare that copies of the abovesaid documents are true copies of their respective original(s).

Signature of Candidate:  
Name of Candidate:  
Roll No:  
Mobile No:  
Date of Interview:

**FOR OFFICE USE ONLY**

Original of the above-mentioned documents seen and returned to the Applicant/Candidate.  
Mention Discrepancy, if any.

- 1.
- 2.
- 3.
- 4.

Sign:  
Name of Officer:  
Designation:

**NO OBJECTION CERTIFICATE**

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It is certified that Mr./Ms. \_\_\_\_\_ S/o or D/o or W/o \_\_\_\_\_ is working as \_\_\_\_\_ in the Level \_\_\_\_\_ of Pay Matrix (as per 7<sup>th</sup> pay commission) w.e.f. \_\_\_\_\_. His/Her duties are clerical/administrative/supervisory in nature. This Department has no objection to join him/her to the post of Personal Assistant in Delhi High Court.

It is further certified that no Vigilance/Disciplinary Proceedings are either pending or under contemplation against Mr./Ms. \_\_\_\_\_, \_\_\_\_\_ (Designation).

Sign:  
Name:  
Designation:  
Stamp of the Head of Office  
Address of office