

HIGH COURT OF DELHI: NEW DELHI

(Examination Cell)

No. 02./EC-III/Exams/DHC

Dated : 10.01.2020.....

CIRCULAR

Online applications are invited from the eligible officials of this Court for filling up 05 posts of Despatch Rider-cum-Process Server, in Level-5 of Pay Matrix (as per Seventh Central Pay Commission) in terms of clause (a) of Item No. 30 of Schedule II to the Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972, which reads as under:

S. No.	Category of Post	Minimum qualifications prescribed for appointment to the posts	Mode of appointment
1	2	3	4
30	Despatch Rider-cum-Process Server (Selection Post) (Pay Level-5 of 7th Pay Commission)	(a) For members of the Establishment of the High Court: Matric / Higher Secondary with 3 years service in any of the categories of 32 [Library Attendant], 33 [Usher], 34 [Photocopy Machine Operator Grade-II], 35 [Court Attendant], 36 [Court Attendant (L)], 37 [Court Attendant (S)], 38 [Room Attendant (H)], and 39 [Security Attendant] in Schedule-I(A) and categories of 2 (Assistant Manager-cum-Store Keeper), 3 (Cook), 4 (Clerk), 5 (Assistant Cook) and 6 (Canteen Attendant) of Schedule-I to the Delhi High Court Departmental Canteen Employees' (Appointment and Conditions of Service) Rules, 2017 with valid driving licence of light motor vehicles / motor cycle and 2 years unblemished driving experience. b. xxx	a (a) 50% of the vacant posts by selection from the incumbents of categories of posts specified in column 3 on the basis of written test and skill test in driving and Interview**, failing which posts will be filled up from direct quota. b. xxx
** Viva-voce/interview marks shall not be more than 15% of the total marks of the written examination while making appointment through departmental examination and 25% in case of direct recruitment.			

The officials of this Court, who are in regular service or working on co-terminus basis in any of the above posts mentioned in the Rules, fulfill the requisite eligibility conditions qua service, qualifications and experience as per Rules and are desirous to be considered against the vacant posts of Despatch Rider-cum-Process Server, may submit their on-line applications giving full particulars of their service, educational qualifications and experience on or before the last date of submission of on-line application i.e., **31.01.2020**. The portal for submitting on-line applications will be operational on the website of this Court from **21.01.2020 (11.00 A.M.)** to **31.01.2020 (5.00 P.M.)** after which the said portal shall be deactivated.

The cut-off date for determining eligibility of applicants-candidates shall be the last date of submitting on-line applications, i.e., 31.01.2020.

The Scheme of the Examination shall be as follows:-

S.No.	Particulars of Test(s)	Maximum Marks	Minimum Passing Marks
1.	Written Test (90 Minutes Duration & in Hindi language)	150 (50 Questions of 3 Marks each)	75 Marks (50% of 150 Marks)
2.	Skill Test (On-road in Real Traffic Conditions)	150	75 Marks (50% of 150 Marks)
3.	Interview	20	10 Marks (50% of 20 Marks)
Note : Successful candidates of written test as well as skill tests will also have to undergo eye-test.			

Notes :

1. All candidates shall apply on-line only. No application in physical form shall be entertained and all such applications, if received, shall stand outrightly rejected without any further notice to such applicants-candidates.
2. The eligible applicants-candidates will be required to pay the charges of skill test, if any, on the date of the test directly to the Agency/Authority concerned, which would conduct such test, failing which, the candidature of such applicants-candidates shall stand rejected.
3. The successful applicants-candidates will be required to submit an affidavit, as per proforma attached herewith as, **Annexure-'A'** at the time of skill test.

Sd/-

Registrar (Examination Cell except DHJS & DJS)

Endst. No 03-13 EC-III/Exams./DHC

Dated: 10.01.2020

Copy to :

1. All Registrars / OSDs of this Court.
2. Joint Registrar-cum-Secretary to Hon'ble the Chief Justice.
3. All Joint Registrars / Deputy Registrars / Assistant Registrars.
4. Deputy Registrar-cum-P.A. to Registrar General.
5. Joint Director, (IT) with the request to upload the instant circular on the website/intranet of this Court.
6. P.S. to Hon'ble Judges/All Administrative Officers (Judicial) / Court Masters / Librarian / System Analyst / Branch In-charge.
(Officers at Sl. Nos. 1 to 6 are requested to bring this Circular to the notice of the concerned officials of this Court working under them as also those who are deployed at the residential offices of the Hon'ble Judges and/or are on leave).
7. Assistant Registrar (Estt.-I) with the request to send a copy of this Circular to the concerned Departments where concerned officials of this Court are presently working either on deputation basis or in Diverted capacity as well as in the Delhi Judicial Academy.
8. Assistant Registrar (Estt.-II) with the request to inform the concerned officials of this Court in the Estt. (Pool) as well as posted/deputed in Delhi International Arbitration Centre and/or who are on leave.
9. Be uploaded on the website/intranet of this Court.
10. Guard File.


Deputy Registrar (Exams)

AFFIDAVIT

I, _____ S/D/W/o _____ working
as _____ on the establishment of High Court of Delhi and posted in the Court/Branch
_____ Emp. Code _____ do hereby solemnly affirm and state as
under:-

1. That I have applied for the post of Despatch Rider-cum-Process Server.
2. That I am having valid driving license i.e., Light Motor Vehicle/Motor Cycle bearing No. _____ issued by _____ on _____.
3. That till date I am not involved in any gross violation in Driving anywhere in India.
4. That I am having two years unblemished driving experience on the date of filling up online application

DEPONENT

Verified at Delhi on _____ that the contents of this affidavit are true
and correct to the best of my knowledge and belief and nothing has been concealed there
from.

DEPONENT

- NOTE:** 1. Affidavit should be on Non-judicial stamp paper of Rs. 10/-
2. Affidavit should be attested by Notary Public