

HIGH COURT OF DELHI : NEW DELHI
VACANCY NOTICE

Online applications are invited from Indian Nationals (Citizens of India as defined in the Constitution of India or under any law made by the Parliament to regulate the rights for citizenship) for filling up 44 existing vacancies (Genl.:21 , OBC:15 , SC:4 , ST:4) of **Personal Assistants** in the Pay band of PB-II ₹9300-34800 + Grade pay of ₹4600 plus usual allowances as are sanctioned from time to time and also for preparing a panel for filling up future vacancies.

Commencement of online applications: 17.09.2015

Closure of online applications: 01.10.2015

Last date for receipt of print out of application in Delhi High Court: 12.10.2015 (upto 5.00 p.m).

The link for online applications will be available on the website of Delhi High Court from 17.09.2015 (10.00 a.m.) to 01.10.2015 (5.00 p.m.).

ESSENTIAL QUALIFICATION: Graduate from a recognized University and having speed of not less than 100 w.p.m. in Shorthand (English) and 40 w.p.m. in typing (English) on Computer with knowledge of Computer. (Only candidates who possess the qualification of Graduation as on the date of submission of online applications and have proficiency in Shorthand and Typing need to apply).

AGE: Age should not be below 18 years and over 27 years as on **01-01-2015**. The upper age limit for members of Scheduled Castes/Scheduled Tribes shall be 32 years and for Other Backward Classes 30 years. The upper age for persons with disability, whose one leg or both legs are affected and have a minimum of 40% of physical disability, shall be relaxable by 10 years (13 years for OBC & 15 years for SC/ST). **For Ex-Servicemen**, there will be a relaxation of 3 years for General candidates, 6 years for OBC and 8 years for SC/ST after deduction of the military service rendered from the actual age as on **01.01.2015 subject to maximum age of 50 years**. There shall be no upper age limit for persons serving in this Court or the Courts subordinate to this Court. The relaxation in upper age limit shall not be applicable to the candidates who are working in other Govt. Departments/Public Sector Undertakings etc. In order to qualify for the concessions, Ex-Servicemen candidates concerned should forward with print out of their applications attested copies of certificates that they have been relieved from the Defence Forces. The certificate in the prescribed proforma should be signed by the appropriate authorities specified as under:-

For Ex-Servicemen, in case of Commissioned Officers including ECOs/SSCOs : Army :- Directorate of Personnel Service, Army, H.Qrs. New Delhi, Navy :- Directorate of Personnel Services, Naval H.Qurs, New Delhi and Air Force :- Directorate of Personnel Services, Air H.Qrs. New Delhi. In case of JCOs/Ors and equivalent of the Navy and Air Forces : Army : By Various Regimental Record Offices, Navy :- Naval Records, Bombay and Air Force :- Air Force Records, New Delhi.

Reservation: Consistent with the maintenance of efficiency of administration and subject to availability and orders passed by Hon'ble the Chief Justice, candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, Persons with Disability, [categories of disabled with One Leg affected (OL) and both legs affected (BL)] and Ex-Servicemen shall be given reservation in accordance with instructions and circulars issued from time to time by the Government of India, on the subject. Only such persons would be eligible for 3% reservation under the quota reserved for persons with disability, who suffer from not less than 40% of relevant disability.

Mode of Appointment: Eligible candidates will be required to appear in a written test comprising of one paper in English Language (Essay, Grammar and Translation). Those candidates who are declared successful in the written test shall be required to appear in Skill Test in English Shorthand (speed of 100 w.p.m.) and Type Test in English on Computer(speed of 40 w.p.m.), and shortlisted candidates who are successful in the written test and also qualify the Skill Test in Shorthand and Type Test will be called for interview.

Examination Fee: A fee of ₹300/- (Rupees Three Hundred only) shall be payable by Male General, OBC and Ex-Servicemen candidates through Demand Draft/Pay Order/Indian Postal Order drawn in favour of "Registrar General, Delhi High Court" payable at New Delhi. **No fee is payable by SC, ST, Persons with disability and Women candidates. Fee once paid shall not be refunded.** Therefore, the candidates who are required to pay exam fee should ensure that they are eligible for the post and print out of their applications along with the requisite fee must reach before the last date fixed.

Note:- The candidates must mention their name, registration Id. number and mobile number on the back side of the Demand Draft/Pay Order/Indian Postal Order.

How to Apply:- Applications shall be accepted through online only. Willing eligible candidates may apply online on the official website of this Court i.e. "<http://delhihighcourt.nic.in>" under the link **Public Notice - Job openings**. Before filling online application form the candidates who are required to pay examination fee should keep with them ready Demand Draft/ Pay Order/ Indian Postal Order as particulars thereof are required to be filled in the online application form. Since the applicants are also required to upload their photograph and signature in the online application form, they should also keep ready with them their scanned coloured photograph of Image size-'125 (width) x 140 (height) pixels', file size : Max. 50kb, and scanned signature in black ink of Image size – '125 (width) x 50 (height) pixels', file size: Max. 30kb. Thereafter, the candidates are required to submit printout of their application filled online duly signed at appropriate place along with Demand draft/ Pay Order/ Indian Postal Order towards examination fee, where applicable, to the "**Deputy Registrar (Establishment), Room No. 202, 2nd Floor, Administrative Block, Delhi High Court, New Delhi-110503**" on or before the last date fixed, by hand/ speed post. The envelope containing the printout of the application be superimposed with words in capital letters "**APPLICATION FOR THE POST OF PERSONAL ASSISTANT EXAMINATION-2015**". **The candidates whose duly signed print out of applications alongwith examination fee, if any, is not received on or before 12.10.2015, will not be considered. Only candidates who are Graduate on or before the last date of submitting online applications and have requisite skills in English Shorthand and Typing in English on Computer should apply for the Post.**

For the present, candidates are not required to furnish any supporting document(s) in respect of age and educational qualifications etc. alongwith the print out of their application. Their eligibility at the stage of written examination shall be purely provisional. Detailed scrutiny of the candidature/ eligibility of the candidates shall be done after declaration of result of the written examination and skill tests only in respect of those who are declared successful. However, the candidates already in government service should forward alongwith printout of their application certificate as per **Annexure-'X'** issued from their Head of Department and they must also ensure that printout of online filled application form along with Demand Draft/ Pay Order/ Indian Postal Order of fee and certificate from Head of Department is received in this Court before the last date fixed for the receipt of print out of application form.

The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for admission to the examination. Their admission to the examination shall be at their own risk and responsibility as to eligibility, and their candidature shall be purely provisional at all stages and shall be subject to their satisfying the prescribed eligibility conditions. If on verification at any stage before or after the examination and interview, it is found that any candidate does not fulfill any of the eligibility conditions, or the information furnished by the candidate is incorrect, his/ her candidature shall stand cancelled without any notice or further reference. **While applying for the post, the applicant should also bear in mind that the selected candidates may have to work even at odd hours and on holidays, if so required.**

The candidates declared successful in the written examination and Skill Test in English Shorthand and Type Test in English will only be required to forward attested copies of their following certificates/testimonials to this Court within 10 working days of the declaration of the result, clearly indicating his/her Name alongwith Roll No.:-

- (i) Proof of age: (Date of birth certificate/certificate of Matriculation or other equivalent).
- (ii) Degree/certificates towards essential educational qualification.
- (iii) Certificates(s) and degree(s) of all courses passed or attended commencing from Matriculation Examination onwards.
- (iv) Caste certificate (SC/ST/OBC).
- (v) Certificate of disability/Ex-servicemen issued by the Competent authority.

No TA/DA shall be payable to the candidates for appearing in the written examination, skill tests and interview.

The dates of Written Examination, Skill Test in English Shorthand and Typing Test in English on Computer and interview shall be notified on the website of this Court i.e. "<http://delhihighcourt.nic.in/>". The admit card for the written examination and skill test will be issued only to candidates found eligible on cursory scrutiny based on the information furnished in the online application form. This Court will not be responsible for postal delay in delivery of admit Card/ call letter, if any. In case of any difficulty in filling the online application, the candidates may contact at telephone number 011-43010101 Extn.4563 (for technical assistance only on working days from 10 a.m. to 5 p.m.).

Date: 15.09.2015

**Sd/-
(VINOD GOEL)
REGISTRAR GENERAL**

CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES ALREADY IN GOVERNMENT SERVICE

Certificate by the Head of the office

- i. Certified that Shri/Smt./Km. _____ holds a temporary/ permanent post under the Central/ State Government in the Office/ Department of _____. He / She, so far as known to me, bears a good moral character and that I am not aware of any circumstances that would render him/ her unsuitable for employment under the Government.

- ii. It is further certified that no vigilance/ disciplinary proceedings are either pending or contemplated against Shri/Smt./Km. _____.

- iii. Further certified that he/ she submitted his/ her application to his/ her Department/ office on _____ for onward transmission to the Delhi High Court.

(Signature of the Officer)

Name : _____

Date :

Designation: _____

Place : _____

Office Seal : _____

* Strike out whichever is not applicable.