

HIGH COURT OF DELHI: NEW DELHI

Applications are invited from the 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 the existing 30 vacancies (General 4, SC 7, ST 4 and OBC 15) and for preparation of a panel for appointment to the post of **Personal Assistant** in the pay band of **₹9300-34800/- + Grade Pay of ₹4200/-** plus usual allowances as are sanctioned from time to time. **Last date for receipt of applications is 24.05.2013.**

Essential Qualification:- Graduate with speed of not less than 100 w.p.m. in shorthand (English) and typing speed (English) of 40 w.p.m. on computer with proficiency in computer. (Only candidates with above proficiency in Shorthand and typing need to apply).

Age:- Age should not be below 18 years and over 27 years as on 01.01.2013. 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 limit for persons with disability, whose one leg or both legs are affected and have a minimum of 40% of physical defect or deformity, shall be relaxable by 10 years (13 years for OBC & 15 years for SC/ST). **For Ex-servicemen**, there is a relaxation of 3 years for Unreserved/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 **01.01.13 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 will not be applicable to the candidates who are working in other Govt. Departments/ Public Sector Undertakings.

Reservation:- Consistent with the maintenance of efficiency of administration and subject to availability, candidates belonging to Scheduled Castes, Scheduled Tribes, Other Backward Classes, persons with disability (whose one leg or both legs are affected and have a minimum of 40% of physical defect or deformity) and Ex-servicemen shall be given reservation in accordance with instructions and circulars issued from time to time by Government of India, on the subject. In view of the nature of duties of a Personal Assistant, there will be no reservation for blind or partially blind and hearing impaired persons under the quota for persons with disability and there will be 3% reservation for persons with disability whose either one leg or both legs are affected.

Mode of Selection:- Selection shall be made on the basis of Written Test comprising of one paper in English language (Essay, Grammar and Translation). Thereafter, the qualified candidates in English language paper will be called for a Shorthand and Type test. The short-listed candidates would also have to undergo interview.

Examination Fee:- of ₹300/- (Rupees three hundred only) will be payable by male General/OBC candidates which shall be non-refundable in any case. **No fee shall be charged from the SC/ST/Persons with disability/Ex-Servicemen and Women candidates.** The examination fee will be accepted by means of a Pay Order/Demand Draft/Postal Order drawn in favour of "**Registrar General, Delhi High Court**", payable at New Delhi.

How to apply:- Application Form can be downloaded from the website of this Court "www.delhihighcourt.nic.in", (to be printed back to back) and Duly filled in Application Form in the prescribed format, accompanied with a Pay Order/Demand Draft/ Postal Order of ₹300/- (Rupees three hundred only) (where applicable), two recent passport size photographs duly attested by Gazetted Officer (one pasted on application Form and one stapled) **and attested copies of testimonials** should be sent by Registered/Speed Post with the words "**APPLICATION FOR THE POST OF PERSONAL ASSISTANT**" superscribed on the envelope, addressed to the Joint Registrar(Estt.-I), Delhi High Court, Sher Shah Road, New Delhi-110003, so as to reach him by the due date. The candidates already in Government Service should get their applications forwarded alongwith prescribed certificate from their head of office through proper channel.

Illegible/Incomplete/Unsigned applications or applications not conforming to the prescribed format and the instructions given in the advertisement or not accompanied by the requisite fee (where applicable) or not forwarded through proper channel (where applicable), or received after the due date, shall be rejected summarily without notice and no inquiry in that regard will be entertained.

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

No TA/DA will be payable to the candidates for appearing in the tests and interview.

The dates of Written Test, Shorthand Skill Test, Type Test and Interview will be notified on the website of the High Court i.e. www.delhihighcourt.nic.in and Call Letters for the same will also be sent to the eligible candidates by Speed Post. However, this Court will not be responsible for postal delays, if any.

Sd/-
(SANGITA DHINGRA SEHGAL)
REGISTRAR GENERAL

HIGH COURT OF DELHI: NEW DELHI

For office use only

Roll No.	
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1. PROVISIONALLY ALLOWED _____
2. TO BE REJECTED _____
3. DEFICIENCIES (i) _____

(ii) _____

(iii) _____

(iv) _____

INITIALS: _____

Name & designation
of the scrutinizing Officer: _____

APPLICATION FORMAT FOR THE POST OF PERSONAL ASSISTANT
PAY BAND ₹9300-34800/- + GRADE PAY ₹4200/-
(Read instructions carefully before filling up the form)

Affix recent passport
size photograph duly
attested by Gazetted
officer

1. POST APPLIED FOR: **PERSONAL ASSISTANT**

2. FULL NAME (IN CAPITAL LETTERS):

3. FATHER'S / HUSBAND'S NAME: _____

4. CORRESPONDENCE ADDRESS: _____

5. PERMANENT ADDRESS: _____

6. TELEPHONE NO.: _____ MOBILE NO. _____

E-MAIL ADDRESS: _____

7. DATE OF BIRTH:

D	D	M	M	Y	E	A	R

AGE AS ON 01.01.2013: _____ YEARS _____ MONTHS _____ DAYS

8. WHETHER A CITIZEN OF INDIA : **YES / NO**

9. EDUCATIONAL QUALIFICATIONS: _____
(Attach attested copies of matriculation/ higher secondary or any other certificate showing date of birth, for proof of age and Graduation degree/ Consolidated Mark-Sheet/ certificate etc.)

10. PROFESSIONAL QUALIFICATION, IF ANY: _____

11. EXPERIENCE, IF ANY: _____

12. EXTENT OF COMPUTER KNOWLEDGE: _____

13. WHETHER IN GOVERNMENT SERVICE, IF SO, NAME OF OFFICE OR DEPARTMENT:- **YES / NO**
(if in Govt. Service, Candidate must route his/ her application through proper channel.)

14. CATEGORY (PLEASE TICK WHERE APPLICABLE) (Please attach attested copies of certificate of Caste/ Ex-Servicemen)

GENERAL	OBC	SC	ST	EX-SERVICEMEN

15. GENDER/ MARITAL STATUS (PLEASE TICK WHERE APPLICABLE)

MALE	FEMALE	MARRIED	UNMARRIED

15. WHETHER YOU ARE PERSON WITH DISABILITY:-
(Candidates having physical disability of 40% or above)

YES NO

16. DEMAND DRAFT / POSTAL ORDER NO: _____ DATE _____ DRAWN ON _____
(No fee shall be payable by SC/ST/Persons with Disability/Ex-Servicemen and Women Candidates)

17. DO YOU HAVE ANY RELATIVE ALREADY EMPLOYED IN DELHI HIGH COURT (SUCH AS BROTHER, SISTER, COUSIN, UNCLE, AUNT PARENTS, ETC.). IF YES, PLEASE GIVE FULL DETAILS _____

18. (A) HAVE YOU EVER BEEN ARRESTED, PROSECUTED, KEPT UNDER DETENTION OR BOUND/CONVICTED BY A COURT OF LAW FOR ANY OFFENCE OR DISMISSED/ REMOVED FROM GOVT. SERVICE?

(B) IF YES, GIVE PARTICULARS THEREOF. _____

I understand that:

1. I cannot submit more than one application.
2. Any information found to be incorrect makes the application liable for summary rejection.
3. Any attempt to influence the selection will make the application liable for summary rejection and will be strictly dealt with.

DATE:

(SIGNATURE OF THE CANDIDATE)

PLACE:

NAME: _____

CERTIFICATE TO BE SUBMITTED BY THE CANDIDATES ALREADY IN GOVERNMENT SERVICE

Certificate by the Head of the office

1. 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 circumstance that would render him/her unsuitable for employment under the Government.
2. It is further certified that no vigilance/ disciplinary proceedings are either pending or contemplated against Shri/Smt./Km. _____.
3. 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.