

**OFFICE OF THE DISTRICT & SESSIONS JUDGE (HEADQUARTERS)**  
**TIS HAZARI COURTS, DELHI.**

**DETAILED ADVERTISEMENT & COMMON INSTRUCTIONS TO THE CANDIDATES**

1	The Office of the District & Sessions Judge (HQs) Delhi has invited applications for recruitment to the vacant posts of Senior Personal Assistant, Personal Assistant, Junior Judicial Assistant & Data Entry Operator for the Office of District & Sessions Judge (HQs), Delhi & Office of Principal Judge, Family Courts (HQs), Delhi.
2	The Office of the District & Sessions Judge (HQs) Delhi will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the <b>candidature will be accepted only provisionally</b> . The candidates are advised to go through the requirements of educational qualifications, age, category etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify for interview. At the time of scrutiny, if any claim made in the application is not found substantiated, the candidature will be cancelled and the <b>Office of District &amp; Sessions Judge (HQs) Delhi's decision shall be final</b> . This may also entail penal consequences.
3	<b>Candidates seeking reservation benefits available for SC/ST/OBC/Person with Disability /Ex-Serviceman/Economically Weaker Section etc. must ensure that they are entitled to such reservation as per eligibility prescribed in these instructions .They should also be in possession of the necessary certificates in support of their claim at the time of filling of the online application.</b>
4	Candidates with disability of 40% and more only would be considered as Person With Disability (PwD) and shall be accordingly entitled to reservation.
5	The Central/State Government employees/servants claiming age relaxation should be in possession of necessary certificate from their office in respect of length of continuous service which should be for <b>not less than three years immediately preceding the closing date for receipt of application</b> . They should continue to have the status of Central/State Government employees / servants till the time of appointment, in the event of their selection. The candidates already in Government Service should get their applications forwarded along with their Certificates/testimonials from their head of office through proper channel and send the same to " <b>The Chairperson, Recruitment Committee, Recruitment Cell, Room No. 306-B, Illrd Floor, Tis Hazari Courts, Delhi</b> " by registered/speed post.
6	A non-refundable online fee of <b>Rs. 1000/- (Rupees One Thousand Only)</b> for the post of Sr. Personal Assistant, Personal Assistant, Junior Judicial Assistant & Data Entry Operator will be payable by General as well as OBC candidates along with applicable transaction charges, whereas, <b>Rs. 500 /- (Rupees Five Hundred Only)</b> shall be charged from the SC/ST/PwD (Person with Disability)/EWS (Economically Weaker Section) along with applicable transaction charges (fee shall be payable separately for each post). It is clarified that the fee once paid shall not be refunded under any circumstances.
7	The CANDIDATES SHOULD APPLY ONLINE ONLY. AT THE TIME OF APPLYING CANDIDATES WILL BE ASSIGNED A UNIQUE IDENTIFICATION NUMBER FOR FUTURE REFERENCE. THEY SHOULD NOT SUBMIT PRINT OUTS OF THEIR APPLICATION TO THE OFFICE OF DISTRICT & SESSIONS JUDGE (HQs), DELHI. <b>ADMIT CARDS /ROLL NUMBER CAN BE DOWNLOADED FROM THE OFFICIAL WEBSITE OF THIS OFFICE i.e. WWW.DELHIDISTRICTCOURTS.NIC.IN. NO PHYSICAL ADMIT CARD/ROLL NUMBER FOR WRITTEN TEST, SKILL TEST, TYPING TEST AND INTERVIEW WILL BE SENT TO THE CANDIDATES. DATE OF EXAMINATION WILL BE NOTIFIED ON THE WEBSITE OF THIS COURT LATER. THE CANDIDATES ARE ADVISED TO VISIT THE DELHI DISTRICT COURTS WEBSITE REGULARLY FOR FURTHER DEVELOPMENT. THE CANDIDATES ARE ALSO ADVISED TO APPLY MUCH BEFORE THE CLOSING DATE i.e. 06.10.2019 IN ORDER TO AVOID LAST MINUTES RUSH.</b>
8	The Candidates may contact following Help Line no. for clarifications, if any, in respect of filling/submitted applications : Helpline Number :- <b>022 - 68202751</b> and Helpdesk Email :- <b><a href="mailto:recruitmentcellddc@gmail.com">recruitmentcellddc@gmail.com</a></b>
9	The Candidates must carry at least one original latest Photo alongwith identity proof such as Driving License, Passport, Voter Card, Aadhaar Card, Income Tax PAN card to the examination centre/venue, failing which they shall not be allowed to appear in the examination.
10	<b><u>VACANCIES / RESERVATION</u> : Vacancy position indicated by the Office of District &amp; Sessions Judge (HQs) Delhi is tentative. The vacancies may increase or decrease at any stage.</b>  <b>Note-I: Reservation</b> for SC/ST/OBC/PwD/Ex-Serviceman/ESW etc. categories will be made as per existing Govt. Orders.
11	<b><u>NATIONALITY / CITIZENSHIP:</u></b> A candidate must be a citizen of India.
12	<b><u>AGE LIMIT:</u></b> The candidate's age should be not less than 18 years for each post code. Maximum age is 27 years as on 01.01.2019. <b>Note I :</b> The Candidate should note that Date of Birth as recorded in the Matriculation / Secondary School Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Office of District & Sessions Judge (HQs) Delhi for determining the Age- eligibility and no subsequent request for its change will be considered or granted.

**12.(A) Permissible relaxation of Upper age limit prescribed under para 12 above:**

**Category for claiming Age Relaxation as on 01.01.2019**

Sl. no.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	PwD	10 years
04	PwD+OBC	13 years
05	PwD+SC/ST	15 years
06	EX-SERVICEMEN (Unreserved/General)	03 years after deduction of the military service rendered the actual age as on the crucial date.
07	Ex-Servicemen ( OBC )	06 years ( 3 years + 3 years) after deduction of the military service rendered from the actual age as on the crucial date.
08	Ex-Servicemen ( SC/ST )	08 years ( 3 years + 5 years) after deduction of the military service rendered from the actual age as on the crucial date.
09	Govt. Employees who have rendered not less than 3 years regular and continuous Service as on crucial date.	As per prevailing Govt. Orders.

**NOTE I:** The Candidates who wish to be considered against vacancies reserved or seek age-relaxation must possess necessary certificate from the competent authority issued on or before the last date of submission of Application form **i.e. 06.10.2019**

**NOTE II:** Reservation shall be available to Ex-serviceman in accordance with the Rules, Orders and Notifications issued from time to time by the Government of India.

**NOTE III:** OBC reservation benefit shall be given to only those candidates who are in possession of OBC Certificate issued by the Competent Authority of the Govt. of NCT of Delhi for the caste recognized as OBC by the Government of NCT of Delhi. Candidates belonging to OBC category would be required to submit the non-creamy layer (NCL) certificate issued from the Competent Authority of the Govt. of NCT of Delhi in case his/her Caste Certificate was issued in the previous financial year(s). The NCL certificate should have been issued in current financial year 2019-2020, i.e., between 01.04.2019 and 31.03.2020 by the Competent Authority of Govt. of NCT of Delhi, which has issued the OBC Caste Certificate.

**NOTE IV:** The eligibility of SC/ST candidates shall be governed by the final outcome of WP (C) Nos. 5240/2018, 5278/2018 and 7109/2018 pending before Hon'ble High Court of Delhi wherein the issue related to 'eligibility of outside Delhi SC/ST candidates is pending adjudication.

**NOTE V:** Candidates belonging to Persons with Disability (PwD) category and suffering from disabilities, other than OL (One Leg) or BL (Both Legs) or LV (Low Vision) of 40% or more, shall be required to fulfill the criteria applicable for their respective categories and relaxation in age and marks shall be given to them as per their respective category only, if applicable. Only such persons would be eligible for reservation under the quota reserved for Persons with Disability, who suffer from not less than 40% of relevant disability mentioned above in this Notice.

**NOTE-VI:** The Candidates are warned that they may be permanently debarred from the examinations conducted by the Office of District & Sessions Judge (HQs) Delhi, in case they fraudulently claim SC/ST/OBC/ESM/PwD/EWS status. This may also entail penal consequences.

**NOTE-VII:** Candidates belonging to Persons with Disabilities Category and who have limitation in writing would be granted compensatory time as per the OM No. F.No. 34-02/2015-DD-III dated 29.08.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) in addition to the prescribed duration of the examination irrespective of whether they are availing the facility of SCRIBE OR NOT subject to furnishing of the certificate and the Affidavit in the prescribed format.

PwD (**Blind/Low Vision**) candidates with visual disabilities of **forty (40%) percent and above and candidates suffering from Cerebral Palsy** can avail the assistance of a **SCRIBE** in the Written Examination as per rules, subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in **BRAILLE**. No attendant will be allowed with (Blind/Low Vision)/Cerebral Palsy candidates inside the examination centre. The candidate will have to arrange his/her own Scribe at his/her cost and inform the Centre Head. A person acting as a Scribe for one candidate cannot be a scribe for another candidate. The academic qualification of the scribe should be one grade lower than the eligibility criteria stipulated for the post of Sr. PA, PA & JJA i.e. Graduation. Therefore, scribe should not be a graduate. Both the candidates as well as the scribe will have to give undertaking as per format attached that the scribe fulfils all the stipulated eligibility criteria. In case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the written examination.

**NOTE-VIII:** Persons with visual disability of **less than forty (40%) percent** will not be considered as visually disabled persons. **One eyed candidates** and partially blind candidates who are able to read the normal Question Paper as set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and **will not be entitled to a Scribe**. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

**NOTE-IX:** The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide O.M. No. 36039/1/2019 -Estt (Res) dated 19.01.2019 and 31.01.2019. EWS vacancies are tentative and subject to further directions of Gol and outcome of any litigation. The appointment against EWS category shall be provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim of belonging to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

Candidates belonging to SC/ST/OBC-NCL/EWS and Ex-Serviceman category, who are selected on the same standard as applied to General category candidates and who appear in the general merit list, would be treated as General candidates owing to their merit. Such candidates are adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC-NCL/EWS candidate, for example, in the age limit, marks, etc., SC/ST/OBC-NCL/EWS candidates shall be counted against reserved vacancies only. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

**13. EDUCATIONAL QUALIFICATION :-** The details regarding name of the post(s), post codes, Exam Mode & educational qualifications as per the Recruitment Rules provided are as under:

Sl. No.	Post Code	Exam Mode	Post	Educational Qualification
01.	A-1	Objective Test, Descriptive Test, Skill Test & Interview	Senior Personal Assistant	Graduate with speed of not less than 110 wpm in shorthand and 40 wpm in typewriting.
02.	A-2	Objective Test, Descriptive Test, Skill Test & Interview	Personal Assistant	Graduate with shorthand speed of 100 words per minute and typing speed of 40 words per minute and having knowledge of Computer.
03.	A-3	Objective Test, Skill Test, Descriptive Test & Interview	Junior Judicial Assistant	Graduate with typing speed of not less than 40 words per minutes on Computer.
04.	A-4	Objective Test, Skill Test, Descriptive Test & Interview	Data Entry Operator (Grade-A)	1. 12 <sup>th</sup> standard pass from a recognized Institution/board or equivalent (preference will be given to Graduates.) 2. Diploma/Certificate course in IT/computer field (preference will be given to 'O' Level Certificate) 3. Knowledge of Data Entry/Computer Operation- (Candidate should have minimum of one year experience in Data Entry Operations.)

The candidates who have not acquired the educational qualification **as on the closing date of receipt of application** will not be eligible and need not apply.

**14. MODE OF PAYMENT :-**

The candidates shall be required to pay the requisite fee by either of the following modes:-

- I. **Net Banking**
- II. **Debit Card**

Fee once paid will **not** be refunded under any circumstances. The Fee paid through Net Banking/Debit Card shall also attract gateway charges as per applicable rules.

**15. Important Dates :-**

The candidates are advised to keep in mind the following important dates while submitting the online application form for the aforementioned post.

Sl.No.	Particulars	Dates
01.	Start date of online submission of application.	16 September, 2019 from 10:00 A.M.
02.	Start date for deposit of fee by the candidates.	16 September, 2019 from 10:00 A.M.
03.	Closing date for submission of application form.	06 October, 2019 from 05:00 P.M.
04.	Last date for deposit of fee by the candidates.	06 October, 2019 from 05:00 P.M.
05.	Date for Tier 1 Examination (MCQ)	To be notified later on the official website
06.	Date for Skill Test (Short-hand & Typing test)	To be notified later on the official website
07.	Date for Descriptive Test	To be notified later on the official website
08.	Date for Interview	To be notified later on the official website

**16. CENTRES OF EXAMINATION**

The examination shall be held in centres situated within the area of NCT of Delhi & NCR only.

**NOTE I:** No change of Centre of Examination will be entertained under any circumstances.

**NOTE II:** The Office of District & Sessions Judge (HQs) Delhi reserves the right to cancel any Centre or to **divert** candidates of any centre to some other Centre to take the examination.

**17. SCHEME OF EXAMINATION: -**

**Tier-1:-** The Objective & Descriptive Test for the post of **Sr. Personal Assistant & Personal Assistant** shall contain Questions on General English & Comprehension, General Knowledge (Including Current Affairs) and General Intelligence which would be qualifying in nature. The merit will be prepared on the basis of Descriptive Type Test.

Part	Exam Type	Subjects	Questions	Marks	Duration of Exam.	Total Duration/Timing for General Candidates	Total Duration/Timing for (OL/BL Candidates).
Part-I	<b>Objective Type (MCQ)</b>	General English & Comprehension	50	50	<b>90 Minutes</b>	<b>Duration : - 90 Minutes</b>	<b>Duration : -120 Minutes</b>
Part-II		General Knowledge (Including Current Affair)	20	20			
Part-III		General Intelligence	20	20			
<b>Total</b>			<b>90</b>	<b>90</b>			
Part-IV	<b>Descriptive Type (English Language)</b>	Essay (250 Words)	01	30	<b>90 Minutes</b>	<b>Duration : - 90 Minutes</b>	<b>Duration : -120 Minutes</b>
Part-V		Grammar	25	25			
Part-VI		Translation	20	20			
<b>Total</b>			<b>75</b>	<b>75</b>			

**Tier-1:-** The Objective Test for the post of **Junior Judicial Assistant & Data Entry Operator** shall contain Questions on General English & Comprehension, General Knowledge (Including Current Affairs) and General Intelligence.

Part	Exam Type	Subjects	Questions	Marks	Duration of Exam.	Total Duration/Timing for General Candidates	Total Duration/Timing for PwD Candidates.
Part-I	Objective Type	General English & Comprehension	60	60	120 Minutes	Duration :- 120 Minutes	Duration :-160 Minutes
Part-II		General Knowledge (Including Current Affair)	30	30			
Part-III		General Intelligence	30	30			
<b>Total</b>			<b>120</b>	<b>120</b>			

**NOTE-I:** Each question will carry 01 (one) mark. There shall be 01 (one) mark for each correct answer. **There shall be negative marking of 0.25 marks for each wrong answer.**

**NOTE-II:** Paper will consist of Objective Type- Multiple choice questions only. The questions will be in English language only.

**NOTE-III:** Paper will be intended to test the General Aptitude/Suitability of the candidates keeping in view the job requirements.

**NOTE-IV:** There is no provision of re-evaluation/re-checking of Answer Sheets. No request in this regard shall be entertained.

**NOTE- V:** It will be online examination and, therefore, applicant is expected to know about the basic keys and input commands of keyboard and mouse.

**Tier-II:-**

**1. Skill Test (Shorthand & Typing Test) for the posts of Sr. Personal Assistant & Personal Assistant**

- (i) For being qualified in the MCQ test, the candidates (General Category) will have to score minimum of 50% marks i.e. 45 Marks (50% of 90 Marks) and candidates (under reserved category) will have to score minimum 45 % marks i.e. 40.50 Marks (45% of 90 Marks).

The MCQ test shall be only qualifying in nature and the marks scored therein shall not be added in the final merit list.

- (ii) The descriptive test answer sheets of only such candidates will be checked who are found to have qualified in accordance with the criteria mentioned at point no. (i) above.

The marks scored in the descriptive test shall be added in the final merit list.

For qualifying the descriptive test (General Category) candidates will have to score 50 % marks i.e. 37.50 Marks (50% of 75 Marks) and for candidates (under reserved category) will have to score minimum of 45 % marks i.e. 33.75 Marks (45% of 75 Marks) subject to a upper limit of 25 times of the total vacancies available.

- (iii) Candidate found qualified in the descriptive test in accordance with the criteria mentioned at point no. (ii) will be called for the skill tests for the post of Sr. Personal Assistant i.e. Shorthand test @ 110 w.p.m. and typing test @ 40w.p.m. and for the post of Personal Assistant Shorthand test @ 100 w.p.m. and typing test @ 40w.p.m. **This skill tests (Short hand test & Typing test) shall be however qualifying in nature and marks scored therein will not be added in the final merit list.**

The passage of 550 words will be dictated in five (5) minutes' duration for the post of Sr. Personal Assistant and a passage of 500 words will be dictated in five (5) minutes duration for the post of Personal Assistant.

Candidates will get forty (40) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage.

Total number of mistakes permissible would be 4% of the total words dictated, i.e., twenty two (22) for the post of Sr. Personal Assistant and twenty (20) for the post of Personal Assistant.

Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into consideration for short-listing the candidates for Interview.

## **2. Skill Test (Typing Test) for the posts of Junior Judicial Assistant & Data Entry Operator**

The candidates who scored 50% marks for General Category i.e. 60 Marks (50% of 120 Marks) and 45% marks for Reserved Category candidates i.e. 54 Marks (45% of 120 Marks) in the Preliminary MCQ Test or 25 times of the total vacancies (which ever will be minimum numbers) will be called for the skill test i.e. **typing test @ 40 w.p.m. This skill test will be of qualifying in nature.**

### **Tier-III:- Descriptive Test for the posts of Junior Judicial Assistant & Data Entry Operator**

The candidates who qualify the Skill Test will be called for a "Descriptive Test" of English language (**Total 100 Marks**). It would consist of Essay (300 words = 50 Marks), Grammar (30 Marks) and Translation (25 words = 20 Marks). Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category candidates will be 45% (i.e., 45 Marks out of 100 Marks). **Duration of the test will be of 120 Minutes.**

The Descriptive test will be conducted for the posts of **Sr. Personal Assistant, Personal Assistant, Junior Judicial Assistant, & Data Entry Operator. However, District & Sessions Judge (HQ), Delhi reserves the right to modify or dispense with any stage of the selection process, if deemed appropriate especially in view of the number of applications received for any particular post and as may be permissible under Delhi District Court (Establishment) Rules, 2012.**

### **Tier-IV:-**

Interview of 10 Marks (for Maximum of ten times of the total vacancies) will be conducted for the post of **Sr. Personal Assistant & Personal Assistant.** The minimum passing marks for General Category candidates will be 04 marks (40% of 10 marks) and for Reserved Category (including PWD) candidates will be 3.5 Marks (35% of 10 marks).

Whereas, Interview of 30 Marks (for Maximum of ten times of the total vacancies) will be conducted for the post of **Junior Judicial Assistant** The minimum passing marks for General Category candidates will be 12 marks (40% of 30 marks) and for Reserved Category (including PWD) candidates will be 10 Marks(round of) (35% of 30 marks).

Whereas, Interview of 35 Marks (for Maximum of ten times of the total vacancies) will be conducted for the post of **Data Entry Operator** The minimum passing marks for General Category candidates will be 14 marks (40% of 35 marks) and for Reserved Category (including PWD) candidates will be 12 Marks (round off) (35% of 35 marks).

## **18. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN (DESCRIPTIVE) EXAMINATION**

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) Candidates will not be permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises / Venue.
- (iii) It will be not an online examination. Paper-sheet will be provided to the candidates and they are expected to bring their own pens.

## **19. MODE OF SELECTION : -**

The Selection of the Candidates shall be made in accordance with "Delhi District Courts Establishment (Appointment & Conditions of Service) Rules-2012" (herein after referred as "Rules"). The Rules are available on [www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in).

The qualifying marks for the Objective Type Test (MCQ), Skill Test, Typing Test, Descriptive Test & Interview shall be as under :-

Category	Tier -1		Tier-2	Tier -3		Tier-4		
	MCQ test (Objective test)		Skill Test	Descriptive Test (English Language)		Interview Marks		
	(Total 120 Marks) Minimum Qualifying Marks) for the post of JJA & DEO	(Total 90 Marks) Minimum Qualifying Marks for the post of Sr. PA & PA	Shorthand test/typing test in English on computer	(Total 75 Marks) Minimum Qualifying Marks for Sr. PA & PA	(Total 100 Marks) Minimum Qualifying Marks for JJA & DEO)	(Total 10 Marks) Minimum Qualifying Marks for the posts of SPA, & PA	(Total 30 Marks) Minimum Qualifying Marks for the posts of JJA)	(Total 35 Marks) Minimum Qualifying Marks for the posts of DEO)
General	60 Marks	45 Marks	Only qualifying	37.50 Marks	50 Marks	4 Marks	12 Marks	14 Marks
SC/ST/OBC	54 Marks	40.50 Marks	Only qualifying	33.75 Marks	45 Marks	3.5 Marks	10 Marks	12 Marks

**NOTE-** The Final merit of successful candidates will be prepared on the basis of marks obtained in aggregate of candidate's performance in the Descriptive Test and interview for the post of Sr. Personal Assistant & Personal Assistant whereas for the post of Junior Judicial Assistant & Data Entry Operator, the basis of final merit list will be on the basis of marks obtained in Objective Test (MCQ), Descriptive Test and interview.

Provided that SC, ST, OBC, EWS and PWD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. **Such SC, ST, OBC, EWS and PWD candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.**

Qualifying the examination will confer no right of appointment unless competent authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.

The Office of District & Sessions Judge (HQs) Delhi may maintain a panel list of candidates for each category valid for one year from the date of declaration of result or publication of the Notice of the next recruitment whichever is earlier.

The Candidate, who wishes to apply for the post of Personal Assistant & Data Entry Operator shall give his/her preference or willingness as to which establishment (Delhi District Courts or Family Courts, Delhi) he/she wishes to apply or get absorbed. However, the preference shall be considered based on the overall merit position. Preference once given would not be liable to be changed.

If a candidate under reserved category applies for the post of Data Entry Operator in the office of Principal Judge Family Courts (HQs), Delhi, then his candidature shall be considered in the unreserved category, and no benefits in age relaxation and marks shall be available for him/her.

**20. HOW TO APPLY : Applications must be submitted through ONLINE mode only.**

For detailed instructions relating to the application form and how the application is to be submitted or payment is to be made, the candidates may refer to "How to apply".

**21. ADMISSION TO THE EXAMINATION :-**

All eligible candidates who apply in response to this advertisement by the CLOSING DATE will be assigned Unique Identification Number (UID) and the same will also be communicated to candidates by SMS/e-Mail.

Admit Cards for the Examination indicating the time table and venue of examination for each candidate will be issued to all applicants before the date of examination. The candidate will be required to download the admit card from the website of Delhi District Courts i.e. [www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in). IF ANY CANDIDATE IS UNABLE TO DOWNLOAD THE SAME FROM THE WEBSITE TILL ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs), ROOM NO.306-B, TIS HAZARI COURTS, DELHI WITH PROOF OF HAVING SUBMITTED THE APPLICATION AND FEES.

**NOTE-I:** Candidates should also bring one passport size Photograph for affixing it in the records of the Office of District & Sessions Judge (HQs) Delhi. Name and Roll No. of the candidate should be written on the reverse of the photograph.

**22. Without prejudice to criminal action/debarment in future examination of the Office of District & Sessions Judge (HQs) Delhi, candidature will also be summarily cancelled at any stage of the recruitment process in respect of candidates found to be indulging in any of the following:-**

- (i) Involved in malpractices.
- (ii) Using unfair means in the examination hall.
- (iii) Obtaining support for his / her candidature by any means.
- (iv) Impersonate/ Procuring impersonation by any person.
- (v) Submitting fabricated documents or documents which have been tampered with.
- (vi) Making statements which are incorrect or false or suppressing material information.
- (vii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
- (viii) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Office of District & Sessions Judge (HQs) Delhi's representatives.
- (ix) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
- (x) Intimidating or causing bodily harm to the staff employed by the Office of District & Sessions Judge (HQs) Delhi for the conduct of examination.
- (xi) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
- (xii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Office of District & Sessions Judge (HQs) Delhi considers to be sufficient cause for cancellation of candidature.
- (xiii) Canvassing in any form is strictly prohibited.

**23.** The decision of the Office of District & Sessions Judge (HQs) Delhi in all matters relating to eligibility, acceptance/rejection of applications, penalty for false information, mode of selection, conduct of Examination and Interview/Personality Test, allotment of examination centre, selection and suitability of the selected candidates shall be final and binding and no enquiry/correspondence in this regard shall be entertained.

**24.** Any dispute in regard to this recruitment process will be subject to Delhi Courts only.

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