

HIGH COURT OF DELHI : NEW DELHI

No.63/Exam./DHC

Date: 30.03.2019

NOTICE

Online applications are invited from the members of establishment of this Court and from the members of establishment of Courts subordinate to this Court for filling up 18 existing vacancies of Private Secretary, which arose prior to 05.06.2018 under 75% test quota, by way of Departmental Competitive Examination.

The qualification, eligibility conditions and mode of appointment for filling up the posts of Private Secretary against 75% test quota as given in Item 6 of Schedule II to the Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972, are as under :-

Item 6 of Schedule II

S. No.	Category of Posts	Minimum Qualifications prescribed for appointment of the post	Mode of Appointment
1	2	3	4
6.	Private Secretary (Promotion/ Selection post)	<p>(B)(i) - For officials of this Court and Courts subordinate to this Court:</p> <p>Essential:</p> <p>(a) Graduate from a recognized University;</p> <p>(b) 5 years' regular service in the post of Senior Personal Assistant / Senior Judicial Assistant / Senior Judicial Translator / Senior Assistant Librarian / Reader / Court Officer or its equivalent post;</p> <p style="text-align: center;">OR</p> <p>7 years' regular service in the post of Personal Assistant / Judicial Assistant / Judicial Translator / Assistant Librarian / Chief Cashier or its equivalent post or combined service in any of these posts and the posts mentioned in clause (b) above; and</p> <p>(c) Possessing a speed of not less than 120 w.p.m. in English shorthand and 45 w.p.m. in English Typing on computer with proficiency in Computer.</p> <p>Desirable:</p> <p>Bachelor Degree in Law (LL.B.) from a recognized University.</p> <p style="text-align: center;">xxx xxx xxx</p>	<p>(B)(i)&(ii) 75% of the posts by selection on merit on the basis of:</p> <p>(a) performance in written examination comprising of one paper in English language (Essay, Grammar and Translation).</p> <p>(b) qualifying skill test of shorthand dictation in English of 5 minutes duration at the speed of 120 w.p.m. to be transcribed on computer in English in 40 minutes, and typing test in English of 10 minutes duration on computer at the speed of 45 w.p.m.</p> <p>[Note: Each participant will be given opportunity to appear in two shorthand dictation transcription tests and best of two will be considered]:</p> <p style="text-align: center;">and</p> <p>(c) performance in viva-voce test/interview.</p> <p style="text-align: center;">xxx xxx xxx</p>

The written examination in English language (Essay, Grammar & Translation) will be for 200 marks for 3 hours duration and qualifying skill tests of shorthand dictation in English of 5 minutes duration at the speed of 120 w.p.m. to be transcribed on computer in English in 40 minutes, and typing test in English of 10 minutes duration on computer in English at the speed of 45 w.p.m. [Each participant will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered] and the interview shall consist of 50 marks.

The candidates, who fulfill the requisite qualification and desire to appear in the written test and skill tests, may submit their applications online giving full particulars of their service and educational qualifications on or before 15.05.2019 on the website of this Court viz. www.delhihighcourt.nic.in under the link **Public Notice-Job Openings**. The portal for submitting online applications will be operational from 01.05.2019 (11:00 a.m.) till 15.05.2019 (5:00 p.m.).

The cut-off date for determining eligibility of applicants-candidates shall be the last date of submitting online applications, i.e., 15.05.2019.

Note :

1. All the candidates shall apply online only. No application in physical form shall be entertained and all such applications shall be outrightly rejected without any further notice to such candidates.
2. Candidates working in subordinate courts, in addition to the online application, must also forward a printout of the application submitted through online mode duly forwarded through the Office of the District & Sessions Judge (Headquarters), Tis Hazari Courts, Delhi, after certifying the particulars filled therein. In case the duly forwarded copy is not received in the Examination Branch by 22.05.2019, their candidature will be rejected.
3. No representation regarding relaxation in requisite length of service, extension of last date of receipt of applications, change of dates of examinations or for relaxation of rules, etc., shall be entertained.

The candidates, who would obtain 50% marks in the written examination and qualify Shorthand Test and Typing Test, would be called for interview.

INTERVIEW

50 Marks

The maximum marks for interview would be 50 marks and the minimum passing criteria to qualify interview would be 20 marks.

The final select/merit list would be prepared by adding the marks secured in the written examination and interview.

Sd/-

(H.K Arora)

Registrar (Sp/Exam.)

Endst. No. 64-69/Exam./DHC

Date : 30.03.2019.

Copy to :-

1. The District Judge & Sessions Judge (Headquarters), Delhi with the request that this Notice may be circulated amongst the eligible officials in all the districts of the District Courts and forward the applications of only eligible candidates, duly verified, to this Court by 22.05.2019. This Notice may also be displayed on website of District Courts.
2. All Registrars/OSDs, Delhi High Court.
3. All Joint Registrars / Joint Registrars (Judicial) / Deputy Registrars / Assistant Registrars / Deputy Controller of Accounts / Admn. Officer (Judl.) / Court Masters / Private Secretaries with the request that the officials working under them, as also those who are on leave, may be informed about this Notice.
4. Joint Director (IT) with the request to upload the Notice on the official website of this Court viz. www.delhihighcourt.nic.in under the link **Public Notice-Job Openings** and also on the intranet.
5. Be displayed on the Notice Board.
6. Guard file.


Deputy Registrar (Exam.)