

**HIGH COURT OF DELHI : NEW DELHI**

Date:18.09.2018

**Notice**

Online applications are invited from the Indian Citizens for filling up the following posts and for preparing a panel for future vacancies:

| S.No. | Post                           | Level in Pay-matrix as per 7 <sup>th</sup> CPC | No. of Vacancies |    |    |     | Total | Reservation for PH candidates |
|-------|--------------------------------|--|------------------|----|----|-----|-------|-------------------------------|
|       |                                |  | Gen              | SC | ST | OBC |       | PH                            |
| 1.    | Personal Assistant (Group 'B') | 7 <sup>th</sup>                                | 10               | 7  | 6  | 12  | 35    | 03                            |

**SCHEDULE OF DATES:**

|   |                                |
|---|--------------------------------|
| Commencement of Online Registration i.e. creation of New Log In, Filling of Application Form and making payment (as applicable) | <b>22.09.2018 (10:00 Hrs.)</b> |
| Last date for creating New Log In for online registration   | <b>12.10.2018 (23:59 Hrs.)</b> |
| Last date for filling Online Application Form and / or making payment through Debit Card / Internet Banking                     | <b>12.10.2018 (23:59 Hrs.)</b> |

**No off-line applications will be entertained.**

**Date of Examination will be intimated later. Candidates are advised to visit the Delhi High Court website i.e. [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in) regularly.**

**Essential Qualifications:**

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.

**Age:**

Age should not be below 18 years and over 27 years as on 01.01.2018. That is, the applicant should have been born not earlier than 02.01.1991 and not later than 01.01.2000. 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 01.01.2018 **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.

### **Reservation:**

Consistent with maintenance of efficiency of Administration and subject to availability, 15 per cent posts for Scheduled Castes, 7.5 per cent posts for Scheduled Tribes and 27 percent posts for Other Backward Classes shall be reserved.

### **RESERVATION BENEFITS:**

- i. Reservation benefits will be available to the SC/ST/OBC/Physically Handicapped & other special category candidates in accordance with the instructions/orders/circulars issued from time to time. The eligibility of SC/ST/OBC candidates shall be subject to the final outcome of WP(C) Nos. 4805/2018, 5200/2018, 5240/2018, 5278/2018 and 7109/2018 pending before Hon'ble High Court of Delhi wherein the issue related to eligibility of non-UT SC/ST/OBC candidates in examinations to be conducted by Delhi High Court is under consideration.*
- ii. Candidates belonging to persons with disability (PwD) category and suffering from disabilities other than OL (one leg) or BL (both legs) shall be required to fulfill the criteria applicable for their respective categories and relaxation in age and/or marks shall be given to them as per their respective category only if applicable.*
- iii. Candidates must fulfill the criteria relating to qualifications, experience, etc. on the last date of creating Log In. As regards candidates belonging to Persons with Disabilities Category (PwD) and suffering from disability (One Leg or Both Legs Only) of 40% or more, the disability certificate should have been issued on or before the last date of creating Log In. As regards age, the cut-off date would be 01.01.2018.*
- iv. The OBC candidates would be required to submit the non-Creamy layer certificate, along with his/her caste certificate. The non-creamy layer certificate should have been issued in current financial year 2018-2019, i.e., between 01-04-2018 and 31-03-2019 by the Competent Authority which has issued the OBC Caste Certificate.*
- v. Candidates belonging to SC/ST/OBC Categories must invariably produce the Caste Certificate and the Non-Creamy Layer Certificate (applicable in case of OBC candidates) before the Authority in Delhi High Court whenever the same is demanded. Failure to produce the Certificates at the relevant point of time, shall result in cancellation/rejection of the candidature and no further correspondence in this regard shall be entertained.*
- vi. A Candidate belonging to SC/ST/OBC category who is selected on the same standard as applied to general category candidates and who appears in the general merit list is treated as own merit candidate. Such candidate is adjusted against unreserved point of the reservation roster. In other words, when a relaxed standard is applied in selecting an SC/ST/OBC candidate, for example in the age limit, experience, qualification, permitted number of chances in written examination, extended zone of consideration larger than what is provided for general category candidates, etc., the SC/ST/OBC candidates are to be counted against reserved vacancies. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.*

### **Mode of Selection:**

Eligible candidates will be required to appear for written examination (objective type), English Typewriting, English Shorthand and Written Examination (Descriptive) as per the following Scheme of Examination:

| Stages      | Examination                             | Scheme  |
|-------------|---|---|
| Stage – I   | Written Examination<br>(Objective type) | <p>The paper will comprise 120 questions of one mark each. There shall be 25% negative marking for every wrong answer. The subject wise bifurcation of questions shall be as follows:-<br/>           English- 60 questions.<br/>           General Knowledge- 30 questions and<br/>           General Intelligence - 30 questions.</p> <p>Qualifying criteria for General Category will be 50% in each subject and 45% in case of Reserved Category (including PH and Ex-Servicemen candidates)</p> <p>Out of successful candidates, candidates to the extent of 100 times the number of vacancies in each category advertised, would be called for the next stage of the examination.</p> |
| Stage – II  | English Typewriting<br>Test             | <p>40 words per minute. The test would be of ten minutes duration and will be on computers.</p> <p>The criterion of “characters with space” for calculating the typing speed will be adopted and total number of mistakes permissible would be 3% of the total words typed.</p>   |
| Stage – III | English Shorthand<br>Test               | <p>100 words per minute. The test will be in English language and of five minutes duration. Candidates will be required to transcribe the dictated passage on computers in 40 minutes.</p> <p>3% (of the total words dictated) will be the permissible mistakes for qualifying the Exam.</p>  |
| Stage – IV  | Written Examination<br>(Descriptive)    | <p>Candidates who qualify written test (objective type), typing test and shorthand test will be called for written examination (descriptive) carrying a weightage of 100 marks. The written examination will be of two hours duration consisting of Essay, Translation, Comprehension and Letter writing of 25 marks each and Pass marks will be 50% for General Candidates and 45% for Reserved Categories.</p>  |
| Stage – V   | Interview                               | <p>Candidates who will be found successful will be called for Interview which would consist of 30 marks. Pass marks would be 50% for General Candidates and 45% for Reserved Categories.</p>  |

**Examination Fee:**

A non-refundable online fee of Rs.300/- (Rupees Three Hundred Only) will be payable by General as well as OBC candidates and Rs.150/- (Rupees One Hundred & Fifty Only) will be payable by SC/ST/Ex-servicemen/PwD (One Leg or Both Legs only) candidates along with applicable transaction charges.

**How to apply:**

Application Forms can be filled up online on the website of this Court [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in). The candidates already in Government Service should get their

applications forwarded along with prescribed certificate from their Head of Office through proper channel.

No scrutiny of applications for the eligibility and other aspects will be undertaken at the stage of written test and skill test, therefore, the candidature will be provisional only and subject to scrutiny at appropriate stage. The candidates are advised to go through the requirements of educational qualification, age etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought at the time of interview only from those candidates who will be shortlisted for interview. When scrutiny is undertaken, if any claim made in the application is not found substantiated, the candidature will be cancelled and this Court's decision shall be final.

While applying for the post, the applicants should also bear in mind that the selected candidates will also have to work even at odd hours and on holidays, if so required.

*Details regarding scheme of Examination, eligibility conditions, reservation, documents and other general terms and conditions applicable to the candidates are given in the Instructions available on the online portal for Personal Assistant Examination – 2018 at the website of Delhi High Court ([www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in)) (Link : Public Notices/Job Openings) and are a part of the Advertisement. Before filling up the application form, candidates are advised to read the Instructions carefully and thoroughly before filling up the Application Form.*

Sd/-

**(DINESH KUMAR SHARMA)**  
**REGISTRAR GENERAL**