

HIGH COURT OF DELHI: NEW DELHI
(Establishment-I Branch)

No. : 46/E-10/Estt.-I/DHC
Date: 12.01.2023

CIRCULAR

Applications are invited from the eligible officials of this Court for filling up of seven (07) vacant posts of Library Attendant in Level-4 of Pay Matrix, in terms of Item No. 32 of Schedule –II(A) of “Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972”, which reads as under:-

S. NO.	CATEGORY OF POST AND PAY LEVEL	MINIMUM QUALIFICATIONS PRESCRIBED FOR APPOINTMENT TO THE POST	MODE OF APPOINTMENT
32.	Library Attendant [Pay level-4 of 7 th Pay Commission]	Matriculation Pass or equivalent from a recognized Board or Industrial Training Institute Pass Certificate from a recognized Institute (graduate to be preferred) with knowledge / experience of book binding with five years service in any of the posts of categories 34 (Photocopy Machine Operator Grade-II), 35 (Court Attendant), 36 [Court Attendant (L), 37 [Court Attendant (S)], 38 [Room Attendant (H)], and 39 (Security Attendant) mentioned in Schedule-I(A).	By promotion on the basis of <i>seniority-cum-suitability</i> from categories specified in Column 3.

The officials, who are having the requisite service in the aforesaid prescribed posts and experience of book binding and are desirous of being considered, may submit their applications, giving full particulars of their service, educational qualifications and experience of book binding as per format attached so as to reach the Establishment-I Branch of this Court on or before **31.01.2023(05:30 P.M.)**.

Sd/-
(Janardan Tripathi)
Registrar (Establishment-I)

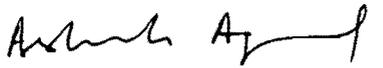
Contd....2/-

Endst. No. : 550-60/E-10/Estt.-I/DHC

Date: 12.01.2023

Copy forwarded for information and necessary action to:-

1. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi-with the request to circulate the present circular amongst the officials of the High Court of Delhi presently posted under your kind control on deputation/diverted capacity.
2. President, State Consumer Disputes Redressal Commission, Delhi-with the request to circulate the present circular amongst the officials of the High Court of Delhi presently posted under your kind control on deputation/diverted capacity.
3. Claims Commissioner, North-East Delhi Riots Commission- with the request to circulate the present circular amongst the officials of the High Court of Delhi presently posted under your kind control on deputation/diverted capacity.
4. The Director, Telecom Disputes Settlement & Appellate Tribunal, Government of India, R. No. 367, 3rd Floor, Hotel Samrat Kautilya Marg, Chanakya Puri, New Delhi-110021- with the request to circulate the present circular amongst the officials of the High Court of Delhi presently posted under your kind control on deputation/diverted capacity.
5. Registrar-cum-Secretary to Hon'ble the Chief Justice.
6. Joint Registrars-cum-P.A. to Registrar General.
7. All Registrars/OSDs/Joint Registrars/Deputy Registrars/Assistant Registrars/Admn. Officers (Judicial)/ Court Masters/Librarian/Private Secretaries-with the request that the staff attached with them and deputed at the residence of Hon'ble the Chief Justice/Hon'ble Judges as well as those who are on leave, may be informed about this circular.
8. Retired Judges Cell – with the request to circulate the present circular amongst the concerned regular officials(except Co-terminus) of this Court who are working as domestic help and presently posted at the residence of Hon'ble Retd. Judges.
9. P.A to Registrar (I.T.) -with the request to get the instant circular along with prescribed format uploaded on the website and intranet of this Court.
10. Notice Board.
11. Guard File.


Admn. Officer (Judl.)(Estt.-I)

APPLICATION FOR THE POST OF LIBRARY ATTENDANT

1. Name of the Official & Designation :
(in Capital letters as mentioned in Service Book):
2. Father's Name :
3. Employee Code: :
4. Date of Birth :
5. Date of Joining service in Delhi High Court: :
6. Initial Post to which appointed with Date :
7. Present post held with Date: :
8. Educational Qualification(s): :
As recorded in Service Book)
9. Experience of book binding :

10. Any other relevant information :

Signature _____

Present Place of Posting _____

Mobile No. _____