

HIGH COURT OF DELHI AT NEW DELHI
(EXAMINATION BRANCH – NON JUDICIAL)

No. 90/Exams-NJ/EC-3/DHC

Date : 14/10/26

NOTICE

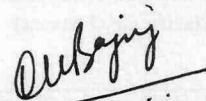
It is notified for information of all concerned that Document Verification in respect of Despatch Rider-cum-Process Server (Open) Examination-2025, will be held as per the following schedule:-

Date and Time of Document Verification	Venue
24/10/26 at 11:00 AM	Room No.211, 2 nd floor, Administrative Block, Delhi High Court.

IMPORTANT INSTRUCTIONS FOR CANDIDATES

The Candidate must bring all certificates/ testimonials, in original, and will have to submit one set of self-attested photocopies alongwith duly filled “Annexure-A” (as attached with notice).

- (i) Proof of age (Date of birth certificate/ certificate of Matriculation or other equivalent document).
- (ii) Certificate(s) / Degree(s) of all courses passed or attended commencing from Matriculation Examination onwards, as mentioned in your application form.
- (iii) Residence Proof (Aadhaar, Voter ID Card, Passport, Domicile Certificate).
- (iv) Driving Licence of light motor vehicles/ motor cycle.
- (v) Certificate of 2 years unblemished experience.
- (iv) Candidates already in Government Service should also submit “No Objection Certificate” as at Annexure-B.



Dalip Kumar Bajaj
(Deputy Registrar)
Examination Branch (Non-Judicial)

Annexure-'A'

HIGH COURT OF DELHI : NEW DELHI

Registrar General
Delhi High Court
New Delhi

Subject: List of Documents submitted at the time of Document Verification for Despatch Rider-cum-Process Server (Open) Examination-2025.

Sir,

I hereby submit self-attested photocopies of the following documents:-

Sr. No.	Particulars of Certificates and Documents	Certificate/Document no. and date of issue	Issuing Authority	Remarks
1.	10 th Class Certificate			
2.	10 th Class Mark-Sheet			
3.	12 th Class Certificate / Diploma			
4.	12 th Class Mark-Sheet			
5.	Graduation Degree/ Provisional Degree			
6.	Any Other qualification			
7.	Driving Licence of LMV/ motor cycle			
8.	Certificate of 2 years unblemished experience..			
9.	Residence Proof/Domicile Certificate (Present)			
10.	Residence Proof/Domicile Certificate (Permanent)			
11.	Caste Certificate (if applicable)			

12.	NCL Certificate (for OBC candidates)			
13.	Proof of Age (Date of Birth Certificate / Matriculation Certificate/ any other equivalent document)			
14.	No Objection Certificate, if any			
15.	Any Other Documents			
16.				
17.				

- Write N.A. in the Column, whichever is not applicable.

I hereby declare that copies of the abovesaid documents are true copies of their respective original(s).

Signature of Candidate:

Name of Candidate:

Roll No:

Mobile No:

Date:

FOR OFFICE USE ONLY

Original of the above-mentioned documents seen and returned to the Applicant/Candidate.
Mention Discrepancy, if any.

- 1.
- 2.
- 3.
- 4.
- 5.

Sign:

Name of Officer/ Official:

Designation:

Date:

NO OBJECTION CERTIFICATE

Annexure-'B'

It is certified that Mr. _____ S/o _____ is working as _____ in the Level _____ of Pay Matrix (as per 7th pay commission) w.e.f. _____. His duties are _____ in nature. This Department has no objection to his joining the post of Despatch Rider-cum-Process Server in Delhi High Court.

It is further certified that no Vigilance/Disciplinary Proceedings are either pending or under contemplation against Mr. _____ (Designation).

Sign:

Name:

Designation:

Stamp of the Head of Office:

Address of office: