

HIGH COURT OF DELHI : NEW DELHI

VACANCY NOTICE

Online applications are invited from Indian Nationals / Citizens of India for filling up following existing vacancies and for preparing a panel for future vacancies:

Post	Classification and Level	No. of Vacancies				Total	Out of 57 vacancies, reservation for PwD category candidates
		Gen	OBC	SC	ST		
Senior Personal Assistant	Group- 'B' 8 th Level of Pay-matrix of 7 th CPC	23	19	10	05	57	PwD 03 OL / BL

Essential Qualifications : Graduate from a recognised University and having speed of not less than 110 w.p.m. in Shorthand (English) and 40 w.p.m. in Typewriting (English) on Computer with good working knowledge of Computer. *(Only such candidates, who possess essential qualifications as on the last date of creating Login/Registration, need to apply.)*

Schedule of Dates :

Commencement of Online Registration, i.e., creation of New Log In, Filling of Application Form and making payment (as applicable)	15.02.2019 (10:00 Hrs)
Last date for creation of New Log In for online registration	07.03.2019 (22:00 Hrs)
Last date for filling Online Application Form and / or making payment through Debit Card / Internet Banking	07.03.2019 (23:00 Hrs)

No off-line application 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 regularly for updates.

Age Limit : Age should not be below 18 years and over 32 years as on 01.01.2019. That is, the applicant should have been born not earlier than 02.01.1987 and not later than 01.01.2001.

The upper age limit for candidates belonging to the categories of Scheduled Castes/Scheduled Tribes and Other Backward Classes shall be 37 years and 35 years respectively.

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 01.01.2019, subject to maximum age of 50 years.

The upper age limit for persons with disability (PwD), having minimum 40% of physical disability mentioned above in this Notice, shall be relaxable by 10 years (13 years for OBC & 15 years for SC/ST).

There shall be no upper age limit for persons who are in regular service in this Court or the Courts subordinate to this Court, subject to their fulfilling requisite educational qualification.

The relaxation in upper age limit will 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 and orders passed by Hon'ble the Chief Justice from time to time, 15% posts for Scheduled Castes, 7.5% posts for Scheduled Tribes, 27% posts for Other Backward Classes and 4% for Persons with Disability, shall be reserved. However, there is no reservation of vacancies for Ex-servicemen in Group 'A' and Group 'B' posts.

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 recognised 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 2018-2019, i.e., between 01.04.2018 and 31.03.2019 by the Competent Authority of Govt. of NCT of Delhi, which has issued the OBC Caste Certificate.

The eligibility of SC/ST candidates shall be subject to 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.

Candidates belonging to Persons with Disability (PwD) category and suffering from disabilities, other than OL (One Leg) or BL (Both Legs) of 40% or more, shall be required to fulfil 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.

Candidates belonging to SC/ST/OBC 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 candidate, for example, in the age limit, etc., SC/ST/OBC candidates shall be counted against reserved vacancies only. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

Mode of Selection : Eligible candidates will be required to appear for Preliminary Examination (OMR based Objective Type) and Main (Descriptive) Examination, English Shorthand Tests, and Interview, as per the following Scheme of the Examination:

Stage – I(A)	
Preliminary Examination (OMR based Objective Type) Total Marks – 120 Marks Total Time – 120 Minutes	<p>The Preliminary Examination would consist of three (3) parts, i.e., English, General Knowledge (including Current Affairs) and General Intelligence.</p> <p><u>Weightage of Marks and Number of Questions :</u></p> <ul style="list-style-type: none"> - <u>PART-1</u> : English Paper - 60 Marks (60 questions of 1 mark each). - <u>PART-2</u> : General Knowledge (including Current Affairs) - 30 Marks (30 questions of 1 mark each). - <u>PART-3</u> : General Intelligence - 30 Marks (30 questions of 1 mark each). <p>There would be 25% negative marking (i.e., deduction of 0.25 mark for each wrong answer).</p> <p>The following shall be the <u>qualifying criteria for the next stage of Examination:</u></p> <p>General Category : 60 Marks (50% of 120 Marks) Reserved Category : 54 Marks (45% of 120 Marks)</p> <p>Same criteria of 54 Marks (45%) would be applicable for PwD candidates of categories mentioned in this Notice above.</p>
Stage – I(B)	
Main (Descriptive) Examination Total Marks – 100 Marks Total Time – 75 Minutes	<p>Main (Descriptive) Examination of English language would consist of Essay (250 words = 50 Marks), Grammar (30 Marks) and Translation (25 words = 20 Marks).</p> <p>Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category (including PwD) candidates will be 45% (i.e., 45 Marks out of 100 Marks).</p>

Notes :

1. **Preliminary Examination (OMR based Objective Type) and Main (Descriptive) Examination will be held simultaneously on the same date/day for three hours and fifteen minutes continuously.**
2. **Answer-Sheets of Main (Descriptive) Examination will be evaluated of those candidates only, who would qualify Preliminary Examination (OMR based Objective Type).**
3. **Only the successful candidates of Main (Descriptive) Examination will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).**

Stage – II	
English Shorthand Tests Total Marks – 45 Marks Total Time – 5 Minutes for Dictation and 40 Minutes for Transcription	110 words per minute. The passage of 550 words will be dictated in five (5) minutes' duration. 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). Two (2) marks will be deducted for committing one full mistake each and one (1) mark will be deducted for committing every half (½) mistake. Candidates, committing twenty two (22) mistakes, will get 1 mark. Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered and taken into consideration. Only the successful candidates of Stage – II (English Shorthand Tests) will be called for the next stage of Examination, i.e., Stage – III (Interview).

Stage – III	
Interview Total Marks – 35 Marks	Minimum passing marks for General Category candidates will be 14 Marks and for Reserved Category (including PwD) candidates will be 12 Marks.

Notes :

1. **There shall be no rounding off of marks at any stage of the Examination.**
2. **The final select / merit list will be prepared by adding the marks secured by candidate(s) in different stages of the Examination, i.e., Preliminary Examination (OMR based Objective Type), Main (Descriptive) Examination, English Shorthand Test and Interview.**

Examination Fee :

A non-refundable online fee of Rs.300/- (Rupees Three Hundred Only) along with applicable transaction charges will be payable by General as well as OBC candidates and Rs.150/- (Rupees One Hundred & Fifty Only) along with applicable transaction charges will be payable by the candidates belonging to the categories of SC/ST/Persons with Disability suffering from disability OL (One Leg) or BL (Both Legs).

It is clarified that the fee once paid shall not be refunded under any circumstances. It is also clarified that no chargeback will be entertained. Therefore, the candidates, before applying, should ensure that they are eligible for the post.

How to apply :

Application Forms can be filled up online by visiting the website of this Court, i.e., www.delhihighcourt.nic.in. The candidates already in Government Service should intimate their Department/Office where they are serving and shall be required to produce "No Objection Certificate" at the time of Interview, if declared successful in different stages of the Examination prior to Interview.

General Instructions :

The medium of Examination(s) shall be English language.

No scrutiny of applications for the eligibility and other aspects will be undertaken at any of the stages before Interview. Therefore, the candidature will be provisional only and subject to scrutiny at the stage of Interview. The candidates are advised to go through the requirements of educational qualification, age, reservation, relaxation, examination fee, 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 of such candidates shall stand cancelled without any notice or further reference and this Court's decision in this regard shall be final and no further correspondence shall be entertained.

Candidates must fulfil the criteria relating to qualification, etc. on the last date of creating Log In/registration. As regards age, the cut-off date would be 01.01.2019, i.e., candidates must fulfil the age criteria as on 01.01.2019. As regards candidates belonging to Persons with Disabilities (PwD) category and suffering from disability OL (One Leg) or BL (Both Legs) of 40% or more, the disability certificates should have been issued on or before the last date of creating Log In/registration.

Candidates must invariably produce and submit true copies of the documentary proofs with respect to date of birth, educational qualifications, residential address(es), reservation, disability, relaxation, NOC in case of candidates already in government service, etc. before the Authority in this Court, whenever the same is demanded. Candidates belonging to SC/ST/OBC Categories must also invariably produce and submit true copies of valid Caste Certificate and valid NCL Certificate (applicable in the case of OBC candidates only) before the Authority in this Court, whenever the same is demanded. Failure to produce valid Certificates or any of the documentary proofs and/or submit true copies thereof, at the relevant point of time, shall result in cancellation/rejection of the candidature and no further correspondence in this regard shall be entertained.

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

This Court reserves the right to cancel a part or entire process of examination due to administrative reasons and/or in case of unfair means, cheating or other irregularities/malpractice noticed by the Court.

The candidature of the candidate will be entirely provisional and mere issuance of Admit Card or appearance at Written Test, Skill Test(s) and/or Interview shall not entitle him/her to raise any claim for appointment to the post.

No TA/DA will be payable to the candidates for appearing in Written Test, Skill Test(s) and/or Interview.

It is also notified that no correspondence (either by post or by e-mail received in this Court) with respect to the change of date of examination, eligibility criteria of any category, permissible documentary proofs and after conduct of the examination, with respect to the expected date of declaration of result, conduct of interview, etc., will be entertained. For such purposes, candidates are advised to visit the Delhi High Court website i.e. www.delhihighcourt.nic.in under the link **Public Notice – Job Openings**, regularly for updates.

Sd/-
(DINESH KUMAR SHARMA)
REGISTRAR GENERAL

Date :29.01.2019.