

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs), DELHI**VACANCY NOTICE**

Online applications are invited from Indian Nationals for filling up the following posts:-

| Sr. No. | Post Code | Post | Level in pay-matrix as per 7th CPC | No. of Vacancies | | | | | Total | PwD *** | ESM **** |
|---------|-----------|---|------------------------------------|------------------|-------|----|----|--------|-------|---------|----------|
| | | | | UR | EWS * | SC | ST | OBC ** | | | |
| 1 | A-5 | Peon/Orderly/ Dak Peon (In the Office of Principal District & Sessions Judge (HQs), Delhi) | 3 rd | 111 | 28 | 41 | 21 | 75 | 276 | 11 | 28 |
| | | Peon/Orderly/ Dak Peon (In the Office of Principal Judge, Family Courts (HQs), Delhi) | | 00 | 00 | 02 | 01 | 01 | 04 | 01 | 00 |
| | | Chowkidar (In the Office of Principal District & Sessions Judge (HQs), Delhi) | | 14 | 03 | 05 | 02 | 09 | 33 | 00 | 03 |
| | | Sweeper/Safai-Karamchari (In the Office of Principal District & Sessions Judge (HQs), Delhi) | | 10 | 02 | 03 | 02 | 06 | 23 | 01 | 02 |
| 2 | A-6 | Process Server (In the Office of Principal District & Sessions Judge (HQs), Delhi) | 4 th | 30 | 07 | 11 | 06 | 20 | 74 | 03 | 07 |
| | | Process Server (In the Office of Principal Judge, Family Courts (HQs), Delhi) | | 05 | 00 | 01 | 00 | 01 | 07 | 00 | 00 |

* Vacancies reserved for Economically Weaker Sections (persons who are not covered under the scheme of Reservation for SCs, STs and OBCs) as per the prevailing Govt. orders/OMs.

** Only OBC (Delhi) candidates who are in possession of OBC Certificate issued by Government of NCT of Delhi and having Non-Creamy Layer (NCL) Certificate valid for the financial year 2020 - 21, i.e. the NCL Certificate must have been issued on or after 01.04.2020, will be given the benefit of reservation/age relaxation applicable to OBC Category (For more information please refer Common Instructions).

*** Vacancies reserved for PwD (Person with Disability) as per the prevailing Govt. Orders/OMs.

| Sr. No. | Posts | Total | PwD (Blind/Low Vision) | PwD (Hearing Impairment) | PwD (Locomotor Disability) | PwD (Autism, intellectual disability, specific learning disability and mental illness and Multiple disabilities mentioned underclauses (a) to (d) including deaf-blindness) |
|---------|----------------------------|-------|------------------------|--------------------------|----------------------------|---|
| 1 | Peon/Orderly / Dak-Peon | 12 | 02 (LV) | 02 (HH) | 08 (OL / OA) | Nil |
| 2 | Sweeper / Safai Karamchari | 01 | 01 (LV) | Nil | Nil | Nil |
| 3 | Process Server | 03 | 01 (LV) | 01 (HH) | 01 (OH) | Nil |

Abbreviations : LV- Low Vision, HH- Hard of Hearing, OH- Orthopedically Handicapped, OL – One Leg affected, OA- One Arm affected.

**** Vacancies reserved for Ex-Serviceman as per the prevailing Govt. Orders/OMs.

Note :-

01. The vacancy position is tentative and may be increased or decreased till the time of conclusion of the Recruitment Process.
02. The applications should be submitted **ONLY ONLINE** at Delhi District Courts website i.e. **Error! Hyperlink reference not valid**. Applications will not be entertained by any other mode. Candidates must possess a valid E-Mail ID and a Mobile phone number to fill up online application form.
03. The Online filling up of application will start at 10:00 AM (IST) on 07.02.2021 and will end at 05:00 PM (IST) on 21.02.2021 after which the link will be disabled and no application will be entertained thereafter.
04. There shall be a common exam (Objective/MCQ Test) for the post of Peon/Orderly/DakPeon, Chowkidar and Sweeper/Safai Karamchari (**Post Code – A-5**) and separate exam for the post of Process Server (**Post Code – A-6**). Fee shall be charged for each **Post Code separately**. The candidates may apply for both posts provided they are eligible in terms of parameter provided in the instructions manual.
05. A non-refundable online fee of Rs. 500/- (Rupees five hundred only) in case of Unreserved/OBC Category candidates and Rs. 250/- (Rupees Two hundred fifty only) for reserved categories i.e. SC/ST/PWD/EWS/Ex-Servicemen will be charged alongwith applicable transaction charges.
06. The candidates shall appear at all the stages of the Recruitment Process at their own expense. No T.A./D.A will be admissible.
07. The essential qualification for the post of Peon/Orderly/DakPeon, Chowkidar and Sweeper/Safai Karamchari is Matriculation pass or equivalent from a recognized board.
08. The essential qualification for the post of Process Server is Matriculation pass or equivalent from a recognized board/ Higher Secondary with driving licence of LMV and 2 years unblemished driving experience.
09. Age should not be below than 18 years and over 27 years as on 01.01.2021 (**i.e he/she must have been born not earlier than 02.01.1994 and not later than 01.01.2003**). Age limit relaxable by 5 years in case of SC/ST, 3 year in case of OBC, 10 years in case of persons with disabilities and in case of Ex-serviceman/Serving Government employees as per rules (Please refer to Common Instructions for more information).
10. The dates for holding the examination (Objective/MCQ Test), Driving Test, Interview, Results and other information will be uploaded on the official website of the Delhi District Courts i.e. www.delhistrictcourts.nic.in. The candidates are required to check the aforesaid official website regularly on their own. No separate communication shall be made to any candidate.
11. The candidates applying for the examination should ensure that they fulfill all the eligibility conditions for appearing in this examination. The candidature of the candidates will be purely provisional at all stages and will be subject to their satisfying the prescribed eligibility conditions. If at any stage of the recruitment process, it is found that any candidate does not fulfill any of the eligibility conditions, or the information furnished by the candidate is incorrect, his/her candidature shall stand cancelled without any notice or further reference.
12. For details, the candidates must read the “COMMON INSTRUCTIONS” to apply online available on the official website. The candidates are advised to visit the Delhi District Courts

Sd/-
Chairperson
 Recruitment Committee,
 Office of the Principal District & Sessions Judge(HQs),
 Tis Hazari Courts, Delhi.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HEADQUARTERS)

TIS HAZARI COURTS, DELHI

DETAILED ADVERTISEMENT & COMMON INSTRUCTIONS TO THE CANDIDATES

| 1 | The Office of The Principal District & Sessions Judge (HQs), Delhi has invited applications for recruitment to the vacant posts of Peon/Orderly/Dak Peon, Chowkidar, Sweeper/Safai Karamchhari and Process Server for the Office of Principal District & Sessions Judge (HQs), Delhi & Office of Principal Judge, Family Courts (HQs), Delhi. | | | | | | |
|----|---|-----------|------------------|-----------|--|--|--|
| 2 | The Office of The Principal District & Sessions Judge (HQs), Delhi will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of Objective/ MCQ Test or Driving Test and therefore, the candidates shall be admitted to the examination provisional only subject to scrutiny of their eligibility and the supporting documents at appropriate stage. The copies of supporting documents will be sought at the time of Interview only from those candidates who will be shortlisted for Interview. At the time of scrutiny, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decision of Ld. Principal District & Sessions Judge (HQs) Delhi's in this regard shall be final. This may also entail penal consequences. The candidates are advised to go through the requirements of educational qualifications, age, category etc. and satisfy themselves that they are eligible before applying. | | | | | | |
| 3 | Candidates seeking reservation benefits available for SC/ST/OBC/Person with Disability /Ex-Serviceman/Economically Weaker Section etc. must ensure that they are entitled to such reservation as per eligibility prescribed in these instructions. They should also be in possession of the necessary certificates in support of their claim at the time of filling of the online application. | | | | | | |
| 4 | Candidates with disability of 40% and more only would be considered as Person With Disability (PwD) and shall be accordingly entitled to reservation. | | | | | | |
| 5 | <p>The Central/State Government employees/servants claiming age relaxation should be in possession of necessary certificate from their office in respect of length of continuous service which should be for not less than three years immediately preceding the closing date for receipt of application. They should continue to have the status of Central/State Government employees / servants till the time of appointment, in the event of their selection.</p> <p>The candidates already in Government Service applying for the post(s) should take necessary permission from their department and submit the copy of permission/NOC of their department at the time of verification of documents or as and when required by this Office.</p> | | | | | | |
| 6 | <p>There shall be a common exam for the post of Peon/Orderly/DakPeon, Chowkidar and Sweeper/Safai Karamchhari (Post Code – A-5) and separate exam for the post of Process Server (Post Code – A-6). Fee shall be charged for each Post Code separately. The candidates may apply for both posts provided they are eligible in terms of parameter provided in these instructions.</p> <p>A non-refundable online fee of Rs. 500/- (Rupees five hundred only) in case of Unreserved/OBC Category candidates and Rs. 250/- (Rupees Two hundred fifty only) for reserved categories i.e SC/ST/PWD/EWS/Ex-Servicemen will be charged along with applicable transaction charges. Fee once paid shall not be refunded under any circumstances. It is clarified that no chargeback claims will be entertained.</p> <p>Note :-</p> <p>I. The candidates who are applying for the post of Peon/ Orderly/Dak Peon, Chowkidar, Safai Karamchhari in the Office of the Principal District & Sessions Judge (HQs), Delhi as well as in the Office of Principal Judge, Family Courts (HQs), Delhi shall submit a single application form online.</p> <p>II. The candidates shall submit their 1st, 2nd and 3rd choice/preference for different posts while filling up the form under post code A-5. The posts shall be filled as per merit – cum – preference and availability of post in that cadre.</p> <p>III. The Candidate who wishes to apply for the post of Peon/Orderly/Dak Peon, and Process Server shall also give his/her preference or willingness as to which establishment (Delhi District Courts or Family Courts, Delhi) he/she wishes to apply or get absorbed. However, the preference shall be considered on the basis of overall merit position. Preference once given would not be permitted to be changed.</p> <p>IV. The post code for each post is as under:</p> <table border="1" style="width: 100%;"><thead><tr><th>S.</th><th>Name of the post</th><th>Post Code</th></tr></thead><tbody><tr><td> </td><td> </td><td> </td></tr></tbody></table> | S. | Name of the post | Post Code | | | |
| S. | Name of the post | Post Code | | | | | |
| | | | | | | | |

| | | | |
|----|--|-----------------------------|-----------|
| | No | | |
| | 1 | Peon / Orderly / Dak Peon | A – 5 (a) |
| | 2 | Chowkidar | A – 5 (b) |
| | 3 | Sweeper / Safai Karamchhari | A – 5 (c) |
| | 4 | Process Server | A – 6 |
| 7 | The CANDIDATES SHOULD APPLY ONLINE ONLY. THE CANDIDATE MUST UPLOAD HIS/HER LATEST FRONT FACED PHOTOGRAPH. AT THE TIME OF APPLYING CANDIDATES WILL BE ASSIGNED AN APPLICATION NUMBER FOR FUTURE REFERENCE. THEY SHOULD NOT SUBMIT PRINT OUTS OF THEIR APPLICATION TO THE OFFICE OF PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs), DELHI. ADMIT CARDS /ROLL NUMBER CAN BE DOWNLOADED FROM THE OFFICIAL WEBSITE OF THIS OFFICE i.e. WWW.DELHIDISTRICTCOURTS.NIC.IN . NO PHYSICAL ADMIT CARD/ROLL NUMBER FOR OBJECTIVE/MCQ TEST, DRIVING TEST AND INTERVIEW WILL BE SENT TO THE CANDIDATES. DATE OF EXAMINATION WILL BE NOTIFIED ON THE WEBSITE OF THIS COURT LATER. THE CANDIDATES ARE ADVISED TO VISIT THE DELHI DISTRICT COURTS WEBSITE REGULARLY FOR FURTHER DEVELOPMENT. THE CANDIDATES ARE ALSO ADVISED TO APPLY MUCH BEFORE THE CLOSING DATE <u>i.e. 21.02.2021</u> IN ORDER TO AVOID LAST MINUTES RUSH. | | |
| 8 | The Candidates may contact at Helpdesk Number :- 0120 – 4613501 or email at ddcpeon@applycareer.co.in for the post of Peon/Orderly/Dak Peon, Chowkidar, Sweeper/Safai Karamchhari and ddcprocess@applycareer.co.in for the post of Process Server, for clarifications, if any, in respect of filling/submitting applications. | | |
| 9 | The Candidates must carry at least one original latest Photo alongwith identity proof such as Driving License, Passport, Voter Card, Aadhaar Card, Income Tax PAN card to the examination centre/venue, failing which they shall not be allowed to appear in the examination. | | |
| 10 | <u>VACANCIES / RESERVATION</u> : Vacancy position indicated is tentative AND may increase or decrease at any stage. Note-I: The benefits of reservation for SC/ST/OBC/PwD/Ex-Serviceman/EWS etc. shall be applied as per the rules. | | |
| 11 | <u>NATIONALITY / CITIZENSHIP:</u> A candidate must be a citizen of India. | | |
| 12 | <u>AGE LIMIT:</u> The candidate's age should be not less than 18 years for each post code. Maximum age is 27 years as on 01.01.2021. Note:- The Candidate should note that Date of Birth as recorded in the Matriculation/Secondary School Examination Certificate or an equivalent certificate available on the date of submission of application will only be accepted by the Office of Principal District & Sessions Judge (HQs) Delhi for determining the Age- eligibility and no subsequent request for its change will be considered or granted. | | |

12.(A) Permissible relaxation of Upper age limit prescribed under para 12 above:

Category for claiming Age Relaxation as on 01.01.2021

| Sl. no. | Category | Age-Relaxation permissible beyond the Upper age limit |
|---------|--|---|
| 01 | SC/ST | 5 years |
| 02 | OBC | 3 years |
| 03 | PwD (Person with Disabilities) | 10 years |
| 04 | PwD+OBC | 13 years |
| 05 | PwD+SC/ST | 15 years |
| 06 | EX-SERVICEMEN (Unreserved/General) | 03 years after deduction of the military service rendered the actual age as on the crucial date. |
| 07 | Ex-Servicemen (OBC) | 06 years (3 years + 3 years) after deduction of the military service rendered from the actual age as on the crucial date. |
| 08 | Ex-Servicemen (SC/ST) | 08 years (3 years + 5 years) after deduction of the military service rendered from the actual age as on the crucial date. |
| 09 | Govt. Employees who have rendered not less than 3 years regular and continuous Service as on crucial date. | As per prevailing Govt. Orders. |

NOTE I: The Candidates who wish to be considered against vacancies reserved or seeking age-relaxation must possess necessary certificate from the competent authority issued on or before

the last date of submission of Application form.

NOTE II: Reservation shall be available to Ex-serviceman in accordance with the Rules, Orders and Notifications issued from time to time by the Government of India.

NOTE III: 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 recognized 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 2020-2021 i.e. on or after 01.04.2020 by the Competent Authority of Govt. of NCT of Delhi, which has issued the OBC Caste Certificate.

NOTE IV: The eligibility of SC/ST candidates shall be governed by the final outcome of WP (C) Nos. 5240/2018 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.

NOTE V: Candidates belonging to Persons with Disability (PwD) sub category and suffering from disabilities, **other than LV, HH, OL/OA in case of post code A-5 (a), LV in case of post code A-5 (c) and LV, HH, OH in case of post code A-6** of 40% or more, shall be required to fulfill the criteria applicable for their respective category 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.

NOTE-VI: The Candidates are warned that they may be permanently debarred from the examinations conducted by the Office of Principal District & Sessions Judge (HQs) Delhi, in case they fraudulently claim SC/ST/OBC/ESM/PwD/EWS status. This may also entail penal consequences.

NOTE-VII: Candidates belonging to Persons with Disabilities Category and who have limitation in writing would be granted compensatory time as per the OM No. F.No. 34-02/2015-DD-III dated 29.08.2018 of Ministry of Social Justice & Empowerment, Department of Empowerment of Persons with Disabilities (Divyangjan) in addition to the prescribed duration of the examination irrespective of whether they are availing the facility of SCRIBE OR NOT subject to furnishing of the certificate and the Affidavit in the prescribed format. PwD(**Low Vision**) candidates with visual disabilities of **forty (40%) percent and above** can avail the assistance of a **SCRIBE** in the MCQ Examination as per rules, subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in **BRAILLE**. No attendant will be allowed with (Low Vision) candidates inside the examination centre. The candidate will have to arrange his/her own Scribe at his/her cost and inform the Centre Head. A person acting as a Scribe for one candidate cannot be a scribe for another candidate. The academic qualification of the scribe should be one grade lower than the eligibility criteria stipulated for the post of Peon/Orderly/Dak-Peon, Sweeper/Safai Karamchahi & Process Server i.e. Matriculate. Therefore, scribe should not be a Matriculate. Both the candidates as well as the scribe will have to give undertaking that the scribe fulfils all the stipulated eligibility criteria. In case it later transpires that the scribe did not fulfill any of the laid down eligibility criteria or had suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the Objective / MCQ Test.

NOTE-VIII: Persons with visual disability of **less than forty (40%) percent** will not be considered as visually disabled persons. **One eyed candidates** and partially blind candidates who are able to read the normal Question Paper as set for all the candidates with or without magnifying glass and who wish to write/indicate the answer with the help of Magnifying Glass will be allowed to use the Magnifying Glass in the Examination Hall and **will not be entitled to a Scribe**. Such candidates will have to bring their own Magnifying Glass to the Examination Hall.

NOTE-IX: The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide O.M. No. 36039/1/2019 -Estt (Res) dated 19.01.2019 and 31.01.2019. EWS vacancies are tentative and subject to further directions of GoI and outcome of any litigation. The appointment against EWS category shall be provisional and is subject to the Income and Asset Certificate being verified through the proper channels and if the verification reveals that the claim of belonging to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Indian Penal Code for production of fake/false certificate. The Income and Asset Certificate issued by any of the authorities mentioned in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS.

NOTE-X: Candidates belonging to SC/ST/OBC-NCL/EWS and Ex-Serviceman 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-NCL/EWS candidate, for example, in the age limit, marks, etc., SC/ST/OBC-NCL/EWS candidates shall be counted against reserved vacancies only. Such candidates would be deemed to be unavailable for consideration against unreserved vacancies.

13. **EDUCATIONAL QUALIFICATION :-** The details regarding name of the post(s), post codes, Exam Mode & educational qualifications as per the Recruitment Rules, 2012 are provided as under:

| Sl.No | Post Code | Post | Exam Mode | Educational Qualification |
|-------|-----------|--|--|---|
| 1 | A-5 | A-5 (a), Peon/Orderly/Dak-Peon, A-5 (b), Chowkidar A-5 (c), Sweeper/Safai Karamchari | Objective (MCQ) Test & Interview | Matriculation pass or equivalent from a recognized board. |
| 2 | A-6 | Process Server | Objective (MCQ) Test, Driving Test & Interview | Matriculation pass or equivalent from a recognized board/Higher Secondary with driving license of LMV and 2 years unblemished driving experience. |

The candidates who have not acquired the educational qualification as on the closing date of receipt of application will not be eligible and need not apply.

14. **MODE OF PAYMENT :-**

The candidates shall be required to pay the requisite fee by either of the following modes:-

- I. NetBanking
- II. DebitCard
- III. UPI

Fee once paid will **not** be refunded under any circumstances. The Fee paid through Net Banking/Debit Card shall also attract gateway charges as per applicable rules. It is also clarified that no chargeback claims will be entertained.

15. **Important Dates :-**

The candidates are advised to keep in mind the following important dates while submitting the online application form for the aforementioned post.

| Sl.No. | Particulars | Dates |
|--------|--|--|
| 01. | Start date of online submission of application. | 07.02.2021 from 10:00 A.M. |
| 02. | Start date for deposit of fee by the candidates. | 07.02.2021 from 10:00 A.M. |
| 03. | Closing date for submission of application form. | 21.02.2021 Till 05:00 P.M. |
| 04. | Last date for deposit of fee by the candidates. | 21.02.2021 Till 05:00 P.M. |
| 05. | Date for Objective / MCQ Test | To be notified later on the official website |
| 06. | Date for Skill Test (Driving Test) | To be notified later on the official website |
| 07. | Date for Interview | To be notified later on the official website |

16. **CENTRES OF EXAMINATION**

The examination shall be held in centres situated within the area of NCT of Delhi & NCR

only.

NOTE I: No change of Centre of Examination will be entertained under any circumstances.

NOTE II: The Office of Principal District & Sessions Judge (HQs) Delhi reserves the right to cancel any Centre or to **divert** candidates of any centre to some other Centre to take the examination.

17. MODE OF SELECTION.

- I. There shall be a common exam for the post of Peon/Orderly/Dak Peon, Chowkidar and Sweeper/Safai Karamchari (**Post Code- A-5**) and separate exam for the post of Process Server (**Post Code –A- 6**). Fee shall be charged for each Post Code separately. The candidates may apply for both posts provided he/she are eligible in terms of parameter provided in the instructions.
- II. A non-refundable online fee of Rs. 500/- (Rupees five hundred only) in case of Unreserved/OBC Category candidates and Rs. 250/- (Rupees Two hundred fifty only) for reserved categories i.e SC/ST/PWD/EWS/Ex-Servicemen will be charged along with applicable transaction charges. Fee once paid shall not be refunded under any circumstances. It is clarified that no chargeback claims will be entertained.
- III. The candidates who are applying for the post of Peon/ Orderly/Dak Peon, Chowkidar, Safai Karamchari in the Office of the Principal District & Sessions Judge (HQs), Delhi as well as in the Office of Principal Judge, Family Courts (HQs), Delhi shall submit a single application form online. The candidates shall submit their 1st, 2nd and 3rd choice/preference for different posts while filling up the form under **post code A-5**. The posts shall be filled as per merit – cum – preference and availability of post in that cadre.
- IV. The Candidates who wishes to apply for the post of **Peon/Orderly/Dak Peon, and Process Server** shall give his/her preference or willingness as to which establishment (Delhi District Courts or Family Courts, Delhi) he/she wishes to apply or get absorbed. However, the preference shall be considered based on the overall merit position. Preference once given would not be permitted to be changed.
- V. The post code for each post is as under:

| S. No. | Name of the post | Post Code | |
|--------|---------------------------|-----------|-------|
| 1 | Peon / Orderly / Dak Peon | A – 5 (a) | A – 5 |
| 2 | Chowkidar | A – 5 (b) | |
| 3 | Sweeper / SafaiKaramchari | A – 5 (c) | |
| 4 | Process Server | A - 6 | |

- VI. The Examination would consist of four (04) parts, i.e., **English, Hindi, General Knowledge (including Current Affairs) and Arithmetic.** The question paper except English language and Hindi Language will be printed in Bilingual (i.e. in English and Hindi).
- VII. No scrutiny of applications for the eligibility and other aspects will be undertaken at the stage of Objective / MCQ Test or Driving Test and therefore, the candidates shall be admitted to the examination provisional only subject to scrutiny of their eligibility and the supporting documents at appropriate stage. Copies of supporting documents will be sought at the time of interview only from those candidates who will be shortlisted for interview. At the time of scrutiny, if any claim made in the application is not found substantiated, the candidature will be cancelled and the decisions of Ld. Principal District & Sessions Judge (HQs), Delhi in this regard shall be final.
- VIII. The benefits of reservation shall be applied as per the rules.
- IX. The PwD applicants/candidates after having cleared the Objective / MCQ Test, Driving Test and Interview round should be capable of efficiently discharging their duties as per the satisfaction of the Medical Board/ Screening Committee that may be constituted before or after their names are recommended for appointment. The Medical Board/ Screening Committee may assess, evaluate the extent of specified disability of the PwD applicant/

candidate on the parameters culled out in the Guidelines for evaluation procedure for certification of specified disabilities under the Disabilities Act, 2016. The PwD applicants/ candidates should be capable of efficiently discharging their duties as Process Server as per the satisfaction of the Medical Board/Screening Committee that may be constituted before or after their names are recommended for appointment.

- X. The Selection of the Candidates shall be made in accordance with "Delhi District Courts Establishment (Appointment & Conditions of Service) Rules-2012" (herein after referred as "Rules 2012"). The Rules are available on www.delhistrictcourts.nic.in.

- XI. The qualifying marks for the Objective /MCQ Test, Driving Test and Interview shall be as under :

| Category | Tier -1 MCQ / Objective Test (Total 100 Marks) | Tier-2 Driving Test (In real Traffic Conditions) | Tier-3 Interview (Total 15 Marks) |
|-----------------------------------|--|---|---|
| | Minimum Qualifying Marks for the Posts of 1. Peon/Orderly/DakPeon, Chowkidar, Sweeper/Safai Karamchari - A-5 2. Process Server - A-6 | Only for the post of Process Server | Minimum Qualifying Marks for the Posts of 1. Peon/Orderly/DakPeon, Chowkidar, Sweeper/Safai Karamchari - A-5 2. Process Server - A-6 |
| Unreserved | 50 Marks | Only qualifying | 5 Marks |
| SC/ST/OBC/E WS/ PwD & Ex-SM | 45 Marks | Only qualifying | 4 Marks |

- XII. The Final merit of successful candidates will be prepared on the basis of marks obtained in aggregate of candidate's performance in the Objective Test (MCQ) and Interview. Provided that SC, ST, OBC, EWS and PWD candidates, who are selected on their own merit without relaxed standards, will not be adjusted against the reserved share of vacancies. **Such SC, ST, OBC, EWS and PWD candidates will be accommodated against the general/unreserved vacancies as per their position in the overall Merit List.**
- XIII. Qualifying the examination will confer no right of appointment unless competent authority is satisfied after such enquiry as may be considered necessary that the candidate is suitable in all respects for appointment to the service/post.
- XIV. The Office of Principal District & Sessions Judge (HQs) Delhi may maintain a panel list of candidates for each category valid for one year from the date of declaration of result or publication of the Notice of the next recruitment whichever is earlier.

18. SCHEME OF EXAMINATION FOR THE POSTS OF PEON/ORDERLY/DAK PEON, CHOWKIDAR AND SWEEPER/SAFAI KARAMCHARI (POST CODE - A-5)

Tier-1:- OBJECTIVE/MCO TEST

The objective test based on Multiple Choice Question pattern for the post of **Peon/Orderly/Dak Peon, Chowkidar and Sweeper/Safai Karamchari** shall contain Questions on English, Hindi, General Knowledge (Including Current Affairs) and Arithmetic. The details are as under:-

| Exam Type | Part | Subjects | Questions | Marks | Duration of Exam. | Total Duration /Timing for PwD Candidates. |
|-----------|----------|----------|-----------|-------|-------------------|--|
| | Part-I | English | 25 | 25 | | |
| | Part- II | Hindi | 25 | 25 | | |

| | | | | | | |
|-----------------------|-----------|--|------------|------------|--------------------|---------------------------------|
| Objective Type | Part- III | General Knowledge (Including Current Affair) | 25 | 25 | 120 Minutes | Duration : - 160 Minutes |
| | Part- IV | Arithmetic | 25 | 25 | | |
| Total | | | 100 | 100 | | |

NOTE-I: Each question will carry 01 (one) mark. There shall be 01 (one) mark for each correct answer. **There shall be negative marking of 0.25 marks for each wrong answer.**

NOTE-II: Paper will consist of Objective Type- Multiple choice questions only. The questions will be in Bilingual language (i.e Hindi and English both). The candidates are required to fill the OMR sheets by using Blue or Black ball point pen only.

NOTE-III: Paper will be intended to test the General Aptitude/Suitability of the candidates keeping in view the job requirements.

NOTE-IV: There is no provision of re-evaluation/re-checking of Answer Sheets. No request in this regard shall be entertained.

NOTE-V: Candidates will not be permitted to use calculators and other electronic gadgets. They should not therefore, bring the same inside the Examination Premises/ Venue.

Tier-II : INTERVIEW

The candidates who will score 50 % for General Category i.e. 50 Marks and 45 % for Reserved Category i.e. 45 Marks in the Objective/MCQ Test will be called for Interview (Maximum of ten times of the total vacancies). **The Interview will be of 15 Marks.** The minimum passing marks for General Category candidates shall be 05 marks and for Reserved Category (including PwD) candidates, it shall be 04 Marks.

The final select/ merit list will be prepared by adding the marks secured by candidate (s) in different stages of the Examination i.e. Objective/ MCQ Test and Interview. The preference shall be considered based on the merit position in the Objective/ MCQ Test and Interview.

19. SCHEME OF EXAMINATION FOR THE POSTS OF PROCESS SERVER **(Post code A-6)**

Tier-I:- OBJECTIVE/MCQ TEST

The objective test based on Multiple Choice Question pattern for the post of **Process Server** shall contain Questions on English, Hindi, General Knowledge (Including Current Affairs) and Arithmetic. The details are as under:-

| Exam Type | Part | Subjects | Questions | Marks | Duration of Exam. | Total Duration /Timing for PwD Candidates. |
|-----------------------|-----------|--|------------|------------|--------------------|--|
| Objective Type | Part-I | English | 25 | 25 | 120 Minutes | Duration : - 160 Minutes |
| | Part- II | Hindi | 25 | 25 | | |
| | Part- III | General Knowledge (Including Current Affair) | 25 | 25 | | |
| | Part- IV | Arithmetic | 25 | 25 | | |
| Total | | | 100 | 100 | | |

NOTE-I: Each question will carry 01 (one) mark. There shall be 01 (one) mark for each correct answer. **There shall be negative marking of 0.25 marks for each wrong answer.**

NOTE-II: Paper will consist of Objective Type- Multiple choice questions only. The questions will be in Bilingual language (i.e Hindi and English both). The candidates are required to fill the OMR sheets by using Blue or Black ball point pen only.

NOTE-III: Paper will be intended to test the General Aptitude/Suitability of the candidates keeping in view the job requirements.

NOTE-IV: There is no provision of re-evaluation/re-checking of Answer Sheets. No request in this regard shall be entertained.

NOTE-V: Candidates will not be permitted to use calculators and other electronic gadgets. They should not therefore, bring the same inside the Examination Premises/ Venue.

Tier-II:- DRIVING TEST

The candidates who scored 50% for General Category i.e. 50 Marks (50% of 100 Marks) and 45% for Reserved Category i.e. 45 Marks (45% of 100 Marks) in the Objective /MCQ Test will be called for a **“Driving Test”** (Maximum limit of fifteen times of the total vacancies). The candidate should possess a valid driving licence of LMV and 02 years unblemished driving experience.

NOTE-I: The Driving Test shall be qualifying only.

NOTE-II: The Driving test shall be conducted in real traffic conditions.

Tier-III:-INTERVIEW

The candidates will be called for Interview after they successfully qualify the Objective/MCQ Test & Driving Test (Maximum of ten times of the total vacancies). **The Interview will be of 15 Marks.** The minimum passing marks for General Category candidates shall be 05 marks and for Reserved Category candidates, it shall be 04 Marks.

20. **HOW TO APPLY :Applications must be submitted through ONLINE mode only.**

For detailed instructions relating to the application form and how the application is to be submitted or payment is to be made, the candidates may refer to **“How to apply”**.

21. **ADMISSION TO THE EXAMINATION:-**

All eligible candidates who apply in response to this advertisement by the CLOSING DATE will be assigned **Application Number** and the same will also be communicated to candidates by SMS/e-Mail.

Admit Cards for the Examination indicating the time table and venue of examination for each candidate will be issued to all applicants before the date of examination. The candidate will be required to download the admit card from the website of Delhi District Courts i.e. www.delhidistrictcourts.nic.in.

IF ANY CANDIDATE IS UNABLE TO DOWNLOAD THE SAME FROM THE WEBSITE TILL **TWO DAYS** BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQS), ROOM NO.306-B, TIS HAZARI COURTS, DELHI WITH IDENTITY PROOF AND PROOF OF HAVING SUBMITTED THE APPLICATION & FEE.

NOTE-I: The Candidates must carry at least one original latest Photo alongwith identity proof such as Driving License, Passport, Voter Card, Aadhaar Card, Income Tax PAN card to the examination centre/venue failing which they shall not be allowed to appear in the examination.

22. **Without prejudice to criminal action/debarment in future examination of the Office of Principal District & Sessions Judge (HOs) Delhi, candidature will also be summarily cancelled at any stage of the recruitment process in respect of candidates found to be indulging in any of the following:-**

- (i) Involved in malpractices.
- (ii) Using unfair means in the examination hall.
- (iii) Obtaining support for his / her candidature by any means.
- (iv) Impersonate/ Procuring impersonation by any person.
- (v) Submitting fabricated documents or documents which have been tampered with.

- (vi) Making statements which are incorrect or false or suppressing material information.
 - (vii) Resorting to any other irregular or improper means in connection with his/her candidature for the examination.
 - (viii) Misbehaving in any other manner in the examination hall with the Supervisor, Invigilator or Office of Principal District & Sessions Judge (HQs) Delhi's representatives.
 - (ix) Taking away the Answer Sheet with him/her from the examination hall, or passing it on to unauthorized persons during the conduct of the examination.
 - (x) Intimidating or causing bodily harm to the staff employed by the Office of Principal District & Sessions Judge (HQs) Delhi for the conduct of examination.
 - (xi) To be ineligible for the Examination by not fulfilling the eligibility conditions mentioned in the Notice.
 - (xii) Candidature can also be cancelled at any stage of the recruitment for any other ground which the Office of Principal District & Sessions Judge (HQs) Delhi considers to be sufficient cause for cancellation of candidature.
 - (xiii) Canvassing in any form is strictly prohibited.
23. The decision of the Office of Principal District & Sessions Judge (HQs) Delhi in all matters relating to eligibility, acceptance/rejection of applications, penalty for false information, mode of selection, conduct of Examination and Interview/Personality Test, allotment of examination centre, selection and suitability of the selected candidates shall be final and binding and no enquiry/correspondence in this regard shall be entertained.
24. Any dispute in regard to this recruitment process will be subject to Delhi Courts only.

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