

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.	16 September, 2019 from 10:00 A.M.
02.	Start date for deposit of fee by the candidates.	16 September, 2019 from 10:00 A.M.
03.	Closing date for submission of application form.	06 October, 2019 from 05:00 P.M.
04.	Last date for deposit of fee by the candidates.	06 October, 2019 from 05:00 P.M.
05.	Date for Tier 1 Examination (MCQ)	To be notified later on the official website
06.	Date for Skill Test (Short-hand & Typing test)	To be notified later on the official website
07.	Date for Descriptive Test	To be notified later on the official website
08.	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 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. **SCHEME OF EXAMINATION: -**

Tier-1:- The Objective & Descriptive Test for the post of **Sr. Personal Assistant & Personal Assistant** shall contain Questions on General English & Comprehension, General Knowledge (Including Current Affairs) and General Intelligence which would be qualifying in nature. The merit will be prepared on the basis of Descriptive Type Test.

Part	Exam Type	Subjects	Questions	Marks	Duration of Exam.	Total Duration/Timing for General Candidates	Total Duration/Timing for (OL/BL Candidates).
Part-I	Objective Type (MCQ)	General English & Comprehension	50	50	90 Minutes	Duration : - 90 Minutes	Duration : -120 Minutes
Part-II		General Knowledge (Including Current Affair)	20	20			
Part-III		General Intelligence	20	20			
Total			90	90			
Part-IV	Descriptive Type (English Language)	Essay (250 Words)	01	30	90 Minutes	Duration : - 90 Minutes	Duration : -120 Minutes
Part-V		Grammar	25	25			
Part-VI		Translation	20	20			
Total			75	75			

Tier-1:- The Objective Test for the post of **Junior Judicial Assistant & Data Entry Operator** shall contain Questions on General English & Comprehension, General Knowledge (Including Current Affairs) and General Intelligence.

Part	Exam Type	Subjects	Questions	Marks	Duration of Exam.	Total Duration/Timing for General Candidates	Total Duration/Timing for PwD Candidates.
Part-I	Objective Type	General English & Comprehension	60	60	120 Minutes	Duration :- 120 Minutes	Duration :-160 Minutes
Part-II		General Knowledge (Including Current Affair)	30	30			
Part-III		General Intelligence	30	30			
Total			120	120			

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 English language 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: It will be online examination and, therefore, applicant is expected to know about the basic keys and input commands of keyboard and mouse.

Tier-II:-

1. Skill Test (Shorthand & Typing Test) for the posts of Sr. Personal Assistant & Personal Assistant

- (i) For being qualified in the MCQ test, the candidates (General Category) will have to score minimum of 50% marks i.e. 45 Marks (50% of 90 Marks) and candidates (under reserved category) will have to score minimum 45 % marks i.e. 40.50 Marks (45% of 90 Marks).

The MCQ test shall be only qualifying in nature and the marks scored therein shall not be added in the final merit list.

- (ii) The descriptive test answer sheets of only such candidates will be checked who are found to have qualified in accordance with the criteria mentioned at point no. (i) above.

The marks scored in the descriptive test shall be added in the final merit list.

For qualifying the descriptive test (General Category) candidates will have to score 50 % marks i.e. 37.50 Marks (50% of 75 Marks) and for candidates (under reserved category) will have to score minimum of 45 % marks i.e. 33.75 Marks (45% of 75 Marks) subject to a upper limit of 25 times of the total vacancies available.

- (iii) Candidate found qualified in the descriptive test in accordance with the criteria mentioned at point no. (ii) will be called for the skill tests for the post of Sr. Personal Assistant i.e. Shorthand test @ 110 w.p.m. and typing test @ 40w.p.m. and for the post of Personal Assistant Shorthand test @ 100 w.p.m. and typing test @ 40w.p.m. **This skill tests (Short hand test & Typing test) shall be however qualifying in nature and marks scored therein will not be added in the final merit list.**

The passage of 550 words will be dictated in five (5) minutes' duration for the post of Sr. Personal Assistant and a passage of 500 words will be dictated in five (5) minutes duration for the post of Personal Assistant.

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) for the post of Sr. Personal Assistant and twenty (20) for the post of Personal Assistant.

Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into consideration for short-listing the candidates for Interview.

2. Skill Test (Typing Test) for the posts of Junior Judicial Assistant & Data Entry Operator

The candidates who scored 50% marks for General Category i.e. 60 Marks (50% of 120 Marks) and 45% marks for Reserved Category candidates i.e. 54 Marks (45% of 120 Marks) in the Preliminary MCQ Test or 25 times of the total vacancies (which ever will be minimum numbers) will be called for the skill test i.e. **typing test @ 40 w.p.m. This skill test will be of qualifying in nature.**

Tier-III:- Descriptive Test for the posts of Junior Judicial Assistant & Data Entry Operator

The candidates who qualify the Skill Test will be called for a "Descriptive Test" of English language (**Total 100 Marks**). It would consist of Essay (300 words = 50 Marks), Grammar (30 Marks) and Translation (25 words = 20 Marks). Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category candidates will be 45% (i.e., 45 Marks out of 100 Marks). **Duration of the test will be of 120 Minutes.**

The Descriptive test will be conducted for the posts of **Sr. Personal Assistant, Personal Assistant, Junior Judicial Assistant, & Data Entry Operator. However, District & Sessions Judge (HQ), Delhi reserves the right to modify or dispense with any stage of the selection process, if deemed appropriate especially in view of the number of applications received for any particular post and as may be permissible under Delhi District Court (Establishment) Rules, 2012.**

Tier-IV:-

Interview of 10 Marks (for Maximum of ten times of the total vacancies) will be conducted for the post of **Sr. Personal Assistant & Personal Assistant.** The minimum passing marks for General Category candidates will be 04 marks (40% of 10 marks) and for Reserved Category (including PWD) candidates will be 3.5 Marks (35% of 10 marks).

Whereas, Interview of 30 Marks (for Maximum of ten times of the total vacancies) will be conducted for the post of **Junior Judicial Assistant** The minimum passing marks for General Category candidates will be 12 marks (40% of 30 marks) and for Reserved Category (including PWD) candidates will be 10 Marks(round of) (35% of 30 marks).

Whereas, Interview of 35 Marks (for Maximum of ten times of the total vacancies) will be conducted for the post of **Data Entry Operator** The minimum passing marks for General Category candidates will be 14 marks (40% of 35 marks) and for Reserved Category (including PWD) candidates will be 12 Marks (round off) (35% of 35 marks).

18. GENERAL INSTRUCTIONS TO BE COMPLIED BY THE CANDIDATES IN THE WRITTEN (DESCRIPTIVE) EXAMINATION

- (i) Candidates must write the papers/indicate the answers in their own hand.
- (ii) Candidates will not be permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises / Venue.
- (iii) It will be not an online examination. Paper-sheet will be provided to the candidates and they are expected to bring their own pens.

19. MODE OF SELECTION : -

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"). The Rules are available on www.delhidistrictcourts.nic.in.

The qualifying marks for the Objective Type Test (MCQ), Skill Test, Typing Test, Descriptive Test & Interview shall be as under :-

Category	Tier -1		Tier-2	Tier -3		Tier-4		
	MCQ test (Objective test)		Skill Test	Descriptive Test (English Language)		Interview Marks		
	(Total 120 Marks) Minimum Qualifying Marks) for the post of JJA & DEO	(Total 90 Marks) Minimum Qualifying Marks for the post of Sr. PA & PA	Shorthand test/typing test in English on computer	(Total 75 Marks) Minimum Qualifying Marks for Sr. PA & PA	(Total 100 Marks) Minimum Qualifying Marks for JJA & DEO)	(Total 10 Marks) Minimum Qualifying Marks for the posts of SPA, & PA	(Total 30 Marks) Minimum Qualifying Marks for the posts of JJA)	(Total 35 Marks) Minimum Qualifying Marks for the posts of DEO)
General	60 Marks	45 Marks	Only qualifying	37.50 Marks	50 Marks	4 Marks	12 Marks	14 Marks
SC/ST/OBC	54 Marks	40.50 Marks	Only qualifying	33.75 Marks	45 Marks	3.5 Marks	10 Marks	12 Marks

NOTE- The Final merit of successful candidates will be prepared on the basis of marks obtained in aggregate of candidate's performance in the Descriptive Test and interview for the post of Sr. Personal Assistant & Personal Assistant whereas for the post of Junior Judicial Assistant & Data Entry Operator, the basis of final merit list will be on the basis of marks obtained in Objective Test (MCQ), Descriptive Test 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.**

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.

The Office of 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.

The Candidate, who wishes to apply for the post of Personal Assistant & Data Entry Operator 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 liable to be changed.

If a candidate under reserved category applies for the post of Data Entry Operator in the office of Principal Judge Family Courts (HQs), Delhi, then his candidature shall be considered in the unreserved category, and no benefits in age relaxation and marks shall be available for him/her.

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 Unique Identification Number (UID) 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 ONE WEEK BEFORE THE DATE OF EXAMINATION, HE/SHE MUST IMMEDIATELY CONTACT THE OFFICE OF THE DISTRICT & SESSIONS JUDGE (HQs), ROOM NO.306-B, TIS HAZARI COURTS, DELHI WITH PROOF OF HAVING SUBMITTED THE APPLICATION AND FEES.

NOTE-I: Candidates should also bring one passport size Photograph for affixing it in the records of the Office of District & Sessions Judge (HQs) Delhi. Name and Roll No. of the candidate should be written on the reverse of the photograph.