

**Recruitment to the posts of Junior Judicial Assistant (Group-C)
In the Office of District & Sessions Judge (HQs) Delhi for the year 2017-18**

COMMON INSTRUCTIONS TO CANDIDATES

1	Office of the District & Sessions Judge (HQs) Delhi has advertised recruitment to Junior Judicial Assistant for which Graduate or equivalent is the minimum qualification involving three different rounds :- Written Test (objective type) followed by Skill Test (typing test) and Interview.
2	Office of the District & Sessions Judge (HQs) Delhi will not undertake detailed scrutiny of applications for the eligibility and other aspects at the time of written examination and, therefore, the candidature will be accepted only provisionally. The candidates are advised to go through the requirements of educational qualification, age, Category etc. and satisfy themselves that they are eligible before applying. Copies of supporting documents will be sought only from those candidates who qualify 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 Office of District & Sessions Judge (HQs) Delhi's decision shall be final. This may also entail penal consequences.
3	Candidates seeking reservation benefits available for SC/ST/OBC/DAP/ESM 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 application.
4	Candidates with disability of 40% and more only would be considered as DIFFERENTLY ABLED PERSON (DAP) and shall be accordingly entitled to reservation.
5	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. The candidates already in Government Service should get their applications forwarded along with their Certificates/testimonials from their head of office through proper channel to " The Chairman, Recruitment Committee – JJA, Recruitment Cell, Room No. 306-B, IIIrd Floor, Tis Hazari Courts, Delhi ".
6	A non-refundable online fee of Rs. 300 (Rupees Three Hundred Only) will be payable by male General as well as OBC candidates along with applicable transaction charges. No fee shall be charged from the SC/ST/Persons with disability/Ex-Servicemen and Woman Candidates. It is clarified that the fee once paid shall not be refunded under any circumstances.
7	CANDIDATES SHOULD APPLY ONLINE ONLY. AT THE TIME OF APPLYING CANDIDATES WILL BE ASSIGNED A UNIQUE IDENTIFICATION NUMBER FOR FURTHER CORRESPONDENCE WITH THE OFFICE OF DISTRICT & SESSIONS JUDGE (HQs), DELHI. THEY SHOULD NOT SUBMIT PRINT OUTS OF THEIR APPLICATION TO THE OFFICE OF 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 ADMITS CARD/ROLL NUMBER FOR WRITTEN TEST, TYPING TEST AND INTERVIEW WILL BE SENT TO THE CANDIDATES. DATE OF EXAMINATION WILL BE INTIMATED LATER. THE CANDIDATES ARE ADVISED TO VISIT THE DELHI DISTRICT COURTS WEBSITE REGULARLY. THE CANDIDATES ARE ALSO ADVISED TO APPLY MUCH BEFORE THE CLOSING DATE.
8	Candidates may contact following Help Line no. for clarifications, if any, in respect of filling/submitting applications : Helpline Number :- 8754000913, 8754000937, Helpdesk Email:- ddctechqueries@gmail.com
9	Candidates must carry at least one original Photo bearing identity proof such as Driving Licence, Passport, Voter Card, Aadhaar Card, Income Tax PAN card to the examination centre, failing which they shall not be allowed to appear for the examination.
10	<u>VACANCIES / RESERVATION</u> : Vacancy position indicated by the Office of District & Sessions Judge (HQs) Delhi is tentative. The vacancies may increase or decrease at any stage. Note-I :Reservation for SC/ST/OBC/DAP/Ex-Serviceman etc. categories will be made as per extant Govt. Orders.
11	<u>NATIONALITY / CITIZENSHIP:</u> A candidate must be a citizen of India.
12	<u>AGE LIMIT:</u> The candidate's age limit should be not less than 18 years and not more than 27 years as on 01.12.2017 Note I : 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 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 30.10.2017

Sl. no.	Category	Age-Relaxation permissible beyond the Upper age limit
01	SC/ST	5 years
02	OBC	3 years
03	DAP	10 years
04	DAP+OBC	13 years
05	DAP+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 extant Govt. Orders.

NOTE I: Candidates who wish to be considered against vacancies reserved or seek age-relaxation must possess certificate from the competent authority issued on or before the last date of submission of Application form i.e.01.12.2017.

NOTE II :- (i) Only OBC (Delhi) candidates will be given the benefit of reservation/age relaxation under OBC.
(ii) Category OBC (Outside Delhi) candidates will be treated as unreserved candidates.

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

NOTE-IV: Visually handicapped (VH) candidates with visual disabilities of forty (40%) percent and above and candidates suffering from Cerebral Palsy can avail the assistance of a **SCRIBE** in the Written Examination as per rules, subject to such requests being made in the application form. Question Papers and Answer Sheets will not be provided in **BRILLE**. No attendant will be allowed with VH/Cerebral Palsy 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 this post i.e. Graduation. Both the candidates as well as the scribe will have to give a suitable undertaking as per format attached that the scribe fulfils all the stipulated eligibility criteria. In case it later transpires that the scribe did not fulfil 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 written examination.

NOTE-V: 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.

13. EDUCATIONAL QUALIFICATION :-

Candidate must have passed Graduate OR equivalent from a recognized Board. 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. **Challan (To be downloaded during online application process)**
- II. **Net Banking**
- III. **Debit Card**

Fee once paid will **not** be refunded under any circumstances.

NOTE I: Fee paid through Challan/Net Banking/Debit Card shall also attract charges as per rule.

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.	11.11.2017 (10:00 AM Onwards)
02.	Start date for deposit of fee by the candidates.	11.11.2017
03.	Closing date for submission of application form.	01.12.2017 (Till 5:00 PM)
04.	Last date for deposit of fee by the candidates.(in case of online payment).	01.12.2017. (Till 5:00 PM)
05.	Last date for deposit of fee by the candidates.(in case of challan only).	08.12.2017

Note :- I Candidate who wish to submit their application fees through SBI Challan mode can submit their fee on the next working day in any SBI branch.

16. CENTRES OF EXAMINATION

The examination shall be held in centres situated within the area of NCT of Delhi only.

NOTE I: No change of Centre of Examination will be allowed 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: -

The Objective Test shall contain Questions on General Awareness, General Intelligence & Reasoning Ability, Arithmetical And Numerical Ability, General Hindi & Comprehension and General English & Comprehension

Part	Exam Type	Subjects	Questions	Marks	Duration of Exam.	Total Duration/Timing for General Candidates	Total Duration/Timing for VH/Cerebral Palsy Candidates.
Part-I	Objective Type	General Awareness	50	50	2 Hours	Duration :- 2 Hours	Duration :- 2 Hours 40 Minutes
Part-II		General Intelligence & Reasoning Ability	50	50			
Part-III		Arithmetical & Numerical Ability	50	50			
Part-IV		General Hindi & Comprehension and General English & Comprehension	50	50			
Total			200	200			

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 set both in English & Hindi.

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.

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

- Candidates must write the papers/indicate the answers in their own hand.
- Candidates will not be permitted to use calculators and other electronic gadgets. They should not, therefore, bring the same inside the Examination Premises / Venue.

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, typing test shall be as under :-

Category	Qualifying Marks for written test (Object test)	Qualifying Marks for typing test in English on computer.	Interview Marks
General	100 (i.e. 50% of 200 marks)	Only qualifying @ 40 w.p.m. in English on Computer.	Interview will be of 30 marks.
SC/ST/OBC/PH	90 (i.e. 45% of 200 marks)	Only qualifying @ 40 w.p.m. in English on Computer.	

NOTE-I Those who are shortlisted (as per merit) on passing of the objective exam shall undergo mandatory

typing/skill (English) test on computer at the speed of 40 w.p.m in 10 minutes. This typing test shall be qualifying only and shall be the criterion qualifying for interview. The candidates who qualify the typing test will be called for interview. Final merit of successful candidates will be prepared on the basis of marks obtained in aggregate of candidate's performance in the written examination and interview. There will be no computer test separately.

Provided that SC, ST, OBC and DAP 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 and DAP 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.

20. HOW TO APPLY : Applications must be submitted ONLINE 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.

22. Without prejudice to criminal action/debarment in future examination of the Office of District & Sessions Judge (HQs) 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 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 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 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 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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