

ABOUT US

The District Judiciary in Delhi is bifurcated into 11 Districts. District courts are functioning in six different Court Complexes. The office of the senior most District & Sessions Judge, Delhi is located at Tis Hazari Courts Complex, Delhi. He is designated as Ld. District & Sessions Judge (HQs), Tis Hazari Courts Complex, Delhi and exercising the jurisdiction over Central District in Delhi. The Tis Hazari Courts Complex also caters to jurisdiction in Civil and Criminal matters in West District.

The Patiala House Courts Complex caters to the jurisdiction in Civil and Criminal matters falling in New Delhi District.

The Saket Courts Complex, New Delhi caters to the jurisdiction in Civil and Criminal matters falling in South and South East Districts.

Similarly, Rohini Courts Complex, New Delhi caters to the jurisdiction in Civil and Criminal matters falling in North West and North Districts.

The Karkardooma Courts Complex caters to the jurisdiction of East and North East and Shahdara Districts.

Lastly, the Dwarka Courts Complex caters to the jurisdiction of South West District.

The 11 Districts are more or less bifurcated as per Revenue and Police Districts by the Govt. of NCT of Delhi.

The staff recruited by this process can be posted to any of the Court Complex located in Delhi or any other Court complex acquired or to be built in future.

Duties of Junior Judicial Assistant

After appointment a JJA may be posted for doing various kinds of duties, including duties in Courts or for Administrative work as per requirement.

(A)**In Courts:** If, posted in the courts, it is part of responsibility of JJAs to maintain the Judicial Records, issue court notices/ summons, prepare daily cause lists, preparing reports, segregate the judicial record for issue of Certified Copies, maintain various registers viz. Inspection Register, Register No. 1 Disposal/Consignment Register, CA Register, Dak Register, Diet Money Register, Wapsi Register, Registers containing the record of pendency of Judicial Files and Consignment thereof and update the data and shall keep the seals and stamps in safe custody and/ or any other duty(ies) assigned from time to time by the Competent Authority.

(B)**Administrative Side:** One being posted on the Administrative side, JJA's are required to carry out the administrative work of the department including noting- drafting, put up notes and letters. They may be posted in various branches like in Accounts Branch, Judicial Branch, General Branch, Stationery Branch etc. and are required to maintain the requisite information that is the total number of letter Diary & Dispatch in R&I Branch, work of Record Room (consignment etc.) Preparation of Certified copies and delivery thereof in Copying Agencies etc and/or any other duty(ies) assigned from time to time by the Competent Authority.

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