

HIGH COURT OF DELHI : NEW DELHI

No. 399/Estt./E-2/DHC

Date 22.05.2014

NOTICE

A departmental written test will be held for filling up ten (10) existing vacancies and one (1) anticipated vacancy of Administrative Officer (Judicial)/ Court Master against 75% test quota. The written test will be held on two dates i.e. Paper – I will be held on 28th June 2014 from 10.00 AM to 1.00 PM and Paper-II will be held on 29th June 2014 from 10.00 AM to 1.00 PM.

The qualification, eligibility conditions and mode of appointment for filling up the posts of Administrative Officer (Judicial)/Court Master against 75% test quota as given in Items 4 and 5 of Schedule II to the Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972, are as under :-

Item No.	Category of Post	Minimum qualification prescribed for appointment to the post	MODE OF APPOINTMENT
4.	Administrative Officer (Judl.) (Promotion/ Selection Post)	b(i) For members of establishment of this Court:- Graduate with 5 years service (Law Graduate to be preferred) or non-graduate with 8 years service in any of the posts of categories 8(B) (SAS Accountant), 9(Senior Judicial Assistant), 10(Senior Judicial Translator), 11(Reader), 13(Senior Personal Assistant) and 16(Court Officer) of Class III mentioned in Schedule-I	b(i) 75% of the vacant posts by selection on merit on the basis of written test and interview from categories specified in column 3(b)(i)
5.	Court Master (Promotion/ Selection Post)	b(i) For members of establishment of this Court:- Graduate with 5 years service (Law Graduate to be preferred) or non-graduate with 8 years service in any of the posts of categories 8(B) (SAS Accountant), 9(Senior Judicial Assistant), 10(Senior Judicial Translator), 11(Reader), 13(Senior Personal Assistant) and 16(Court Officer) of Class III mentioned in Schedule-I; and b(ii) For members of the establishment of Court subordinate to this Court: Graduate with 5 years service (Law Graduate to be preferred) in a post carrying the pay scale of Rs. 6500-10500 (pre revised).	b(i)&(ii) 75% of the vacant posts by selection on merit on the basis of written test and interview from categories specified in column 3(b)(i) and (ii).

The candidates who fulfill the requisite qualification and desire to appear in the written test may submit their applications giving full particulars of their service and educational qualifications so as to reach the Establishment Branch, Delhi High Court **on or before 28.05.2014**.

The following syllabus has been prescribed for the posts of Administrative Officer (Judicial)/ Court Master:-

“Written Paper-I
Time three hours

100 Marks

- (i) High Court Rules and Orders Vol. V.
- (ii) Delhi High Court (Original Side) Rules, 1967.

Written Paper-II**100 Marks****Time three hours**

- (i) Indian Limitation Act, 1963 (Sections only)
- (ii) Court Fees Act, 1870 (Sections only)
- (iii) Civil Procedure Code:- Part-VII (Appeals) and Part-VIII (Reference, Review and Revision) Orders 5,22,32,41 and 44.
- (iv) Criminal Procedure Code: Sections 28 to 31 and 372 to 405.

INTERVIEW**50 Marks**

In the interview a practical oral test will be given in (i) reading hand-written English, Hindi and Urdu documents and (ii) familiarity with records of the High Court, Lower Courts, Law Reports and Law Books.

Candidates, who obtain 50 per cent marks in each of the written papers will be called for interview and only those candidates will be considered qualified for appointment as Administrative Officer(Judicial)/ Court Master, who secure 50 per cent marks in aggregate of the marks prescribed for written test and interview.

By Order

Sd/-

(P.C. Jain)**REGISTRAR (Estt.)**

Endst. No. 15311-316/Estt./E2/DHC

Date : 22.05.2014

Copy to :-

1. The District Judge & Sessions Judge (Head Quarter), Delhi with the request that this may be circulated amongst the eligible officials in all the eleven districts of the District Courts of Delhi for the post of Court Master only and forward the applications of only eligible candidates, duly verified, to this Court. This notice may also be displayed on the website of the District Courts.
2. Registrar-cum-Secretary to Hon'ble the Chief Justice/ All Registrars/OSDs, Delhi High Court.
3. All Joint Registrars/Joint Registrars (Judicial)/Deputy Registrars/Assistant Registrars/Deputy Controller of Accounts/Admn. Officer (Judl.)/Court Masters/Private Secretaries with the request that the officials working under them, as also those who are on leave, may be informed about this notice.
4. Assistant Registrar (Computer) with the request to upload the notice on the official website of this Court/*Assistant Registrar - cum - P.A. to Registrar General.*
5. Be displayed on the Notice Board.
6. Guard file.

Deputy Registrar (Estt.)