

HIGH COURT OF DELHI: NEW DELHI
(Establishment-I Branch)

No. : 1040/E-10/Estt.-I/DHC

Date : 22.10.2021

CIRCULAR

It is hereby circulated for information of the officials of this Court that it is proposed to fill up one vacant post of Photocopy Machine Operator Grade-I in the Pay level-5 of 7th Central Pay Commission matrix table.

The minimum qualifications and mode of appointment to the post of Photocopy Machine Operator Grade-I are prescribed in Item No. 31 of Schedule –II(A) of “Delhi High Court Establishment (Appointment and Conditions of Services) Rules, 1972”. The relevant portion of the Rules is reproduced below:-

S. NO.	CATEGORY OF POST AND PAY LEVEL	MINIMUM QUALIFICATIONS PRESCRIBED FOR APPOINTMENT TO THE POSTS	MODE OF APPOINTMENT
31.	Photocopy Machine Operator Grade - I (Pay level-5 of 7 th Pay Commission)	For members of the Establishment of the High Court: Matriculation pass or equivalent from a recognized Board or Industrial Training Institute pass certificate from a recognized Institute with four years service in any / combined categories of 32 (Library Attendant), 33 (Usher), 34 (Photocopy Machine Operator Grade-II), 35 (Court Attendant), 36 [Court Attendant (L), 37 [Court Attendant (S)], 38 [Room Attendant (H)], and 39 (Security Attendant). mentioned in Schedule-I(A), having proficiency in handling of Photocopy Machine.	By promotion from the categories of 32 (Library Attendant), 33 (Usher), 34 (Photocopy Machine Operator Grade-II), 35 (Court Attendant), 36 [Court Attendant (L), 37 [Court Attendant (S)], 38 [Room Attendant (H)], and 39 (Security Attendant) mentioned in Schedule-I(A), on the basis of seniority-cum-suitability.

The candidates, who are having the requisite service in the aforesaid prescribed posts and proficiency in handling of Photocopy Machine and are desirous of being considered, may submit their applications, giving full particulars of their service, educational qualifications and experience in handling of Photocopy Machine as per format attached so as to reach the Establishment Branch of this Court on or before 18.11.2021.

Sd/-
Registrar (Estt.)

Endst. No. : 14732-40/E-10/Estt.-I/DHC

Date: 22.10.2021

Copy forwarded for information and necessary action to:-

1. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi-with the request to circulate the present circular amongst the officials of the High Court of Delhi presently posted under your kind control on deputation/diverted capacity.
2. President, State Consumer Disputes Redressal Commission, Delhi-with the request to circulate the present circular amongst the officials of the High Court of Delhi presently posted under your kind control on deputation/diverted capacity.
3. Claims Commissioner, North-East Delhi Riots Commission- with the request to circulate the present circular amongst the officials of the High Court of Delhi presently posted under your kind control on deputation/diverted capacity.
4. Joint Registrar-cum-Secretary to Hon'ble the Chief Justice.
5. Joint Registrar (Registrar General Secretariat).
6. All Registrars/OSDs/Joint Registrars/Deputy Registrars/Assistant Registrars/Admn. Officers (Judicial)/ Court Masters/Librarian/Private Secretaries-with the request that the staff attached with them and deputed at the residence of Hon'ble the Chief Justice/Hon'ble Judges as well as those who are on leave, may be informed about this circular.
- ✓ 7. P.A to Registrar (I.T.) -with the request to get the instant circular along with prescribed format uploaded on the website and intranet of this Court.
8. Notice Board.
9. Guard File.

Admn. Officer (Judl.)(Estt.-I)

As directed by worthy Registrar (R), be uploaded on the website & intranet of this court
22/10/2021

APPLICATION FOR THE POST OF PHOTOCOPY MACHINE OPERATOR GRADE-I

1. Name of the Official:
(In Capital letters as mentioned in Service Book):
2. Employee Code:
3. Date of Birth:
4. Date of Joining services In Delhi High Court:
5. Initial Post to which appointed with Date:
6. Present Post held with Date:
7. Educational Qualification(s):
(As recorded in Service Book)
8. Experience in handling of Photocopy Machine:
9. Any other relevant information:

Place :

Date :

Signature

Name of the Official

Designation :

Branch :

Mobile :

E-mail :