

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

No. : 494/EI-6/Estt.-I/DHC  
Date : 17.05.2024

**CIRCULAR**

Applications are invited from the eligible officials of this Court for filling up two (02) vacant posts of Photocopy Machine Operator Grade-II in Pay level-3 of 7<sup>th</sup> Central Pay Commission matrix table.

The minimum qualifications and mode of appointment to the post of Photocopy Machine Operator Grade-II are prescribed in Item No. 34 of Schedule -II( A) of "Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972": The relevant portion of the Rule is reproduced below:-

S. NO.	CATEGORY OF POST AND PAY LEVEL	MINIMUM QUALIFICATIONS PRESCRIBED FOR APPOINTMENT TO THE POSTS	MODE OF APPOINTMENT
34.	Photocopy Machine Operator Grade - II (Pay level-3 of 7 <sup>th</sup> Pay Commission)	For members of the Establishment of the High Court: 3 years service in the categories 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 on the basis of <i>seniority-cum-suitability</i> from categories specified in Column 3.

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 **31.05.2024**.

Sd/-  
(Janardan Tripathi)  
Registrar (Establishment-I)

Endst. No. : 10488-99/EI-6/Estt.-I/DHC

Date: 17.05.2024

**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. The Director, Telecom Disputes Settlement & Appellate Tribunal, Government of India, R. No. 367, 3rd Floor, Hotel Samrat Kautilya Marg, Chanakya Puri, New Delhi-110021- 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. The Director (Administration), Delhi Judicial Academy, Dwarka Integrated Complex, Sector-14, Dwarka, New Delhi - with the request to bring the content of this circular to the knowledge of Mr. Ravendra Singh, Court Attendant (in diverted capacity).
5. Registrar-cum-Secretary to Hon'ble the Acting Chief Justice.
6. Joint Registrars-cum-P.A. to Registrar General.
7. All Registrars/OSDs/Co-ordinator, DIAC, Delhi High Court.
8. All Joint Registrars/Addl. Co-ordinator, DIAC/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 Acting Chief Justice/Hon'ble Judges as well as those who are on leave, may be informed about this circular.
9. Retired Judges Cell - with the request to circulate the present circular amongst the concerned regular officials(except Co-terminus) of this Court who are working as domestic help and presently posted at the residence of Hon'ble Retd. Judges.
10. 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.
11. Notice Board.
12. Guard File.

As directed circular please be uploaded.

MA. MANIAR  
Dy. (IT)  
C. P. Singh  
18/05/2024  
Ashish Ag  
Admn. Officer (Judl.)(Estt.-I)  
18/05/2024

**APPLICATION FOR THE POST OF PHOTOCOPY MACHINE OPERATOR**  
**GRADE-II**

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

Sl. No.	Place	Period of Experience in Handling Photocopy Machine		Remarks (if any) (Total Experience)
		From	To	

10. Any other relevant information :

Signature \_\_\_\_\_

Present Place of Posting \_\_\_\_\_

Mobile No. \_\_\_\_\_