

OFFICE OF THE DISTRICT & SESSIONS JUDGE: DELHI

TIS HAZARI COURTS, DELHI

Filling up vacancies of Stenographers Grade - III on the pay scale of Rs 5200 – 20,200 /- (Grade Pay: 2400/-)

Applications are invited to the post of Stenographers Grade – III from eligible candidates. Eligible candidates can fill their applications online at <http://delhicourts.nic.in/recruitment.html>. Method and other information related to filling up the application form are available at <http://delhicourts.nic.in/recruitment.html>.

Eligibility criteria and instructions for the post of Stenographer are as under;

No. of Posts: 180 (No. of posts likely to vary. Future vacancies may also be filled up on the basis of this examination, immediately or through Panel)	General/ Unreserved	57
	OBC	38
	SC	21
	ST	17 (including backlog of 7 posts)
	Ex-Serviceman	43 (including backlog of 29 posts)
	Persons with 40% or more Disabilities	
	VH (Low Vision) 02 HH (Hearing Handicapped) 01 OH (locomotor disabled only) 01	} 04*
<i>* If suitable candidate from particular category of backlog vacancies for persons with disability (PWD) is not available, the same would be filled by interchanging amongst other categories.</i>		
Scale of Pay	Rs. 5200 – 20,200 /- (Grade Pay: 2400/-) plus allowances as admissible under the Rules.	
Age as on 01.03.2010 : 18 to 27 years	Age limit is relaxable by 5 years in case of SC/ST, 3 years in case of OBC, 10 years in case of Persons with Disabilities and in case of Ex-Serviceman/ Serving Government Employees as per Rules.	
Educational Qualifications	10+2 or equivalent from a recognized Board / University with English as a subject and should have secured minimum pass marks in English. Candidate should have adequate working knowledge of computer.	
Mode of Selection	Selection shall be made on the basis of Written Test examination comprising of English language (Essay, Comprehension, Paragraph Writing, Vocabulary, Grammar and translation from English to Hindi and vice-versa), Arithmetic and General Knowledge. The candidates, declared qualified in the Written Test, will be called to appear for Shorthand & Typing test @ 80/40 w.p.m. in English. The short listed candidates would also undergo a computer skill test and interview. (The candidates will have to arrange their own Typewriters for appearing in the skill test) (Note:- Marks obtained in Written Test shall not be counted at the time of preparation of final list.)	

- a. Examination Fee of Rs.300/- in the case of unreserved categories and 150/- in case of reserved categories (OBC/SC/ST/Handicapped) will be charged and shall be non-refundable in any case. The examination fee will be accepted by means of a **Bank Draft/Banker's Cheque only** drawn on any scheduled bank in Delhi and payable in favour of **The District & Sessions Judge, Tis Hazari Courts, Delhi. The applicant should attach photocopies of all the testimonials duly attested by a Gazetted Officer in support of his candidature.**
- b. The candidates shall appear in the Written Test, Skill test and interview at Delhi at their own expense. No T.A. /D.A. will be admissible in any case. The dates for holding the test and interview will be intimated later on. Admit Cards for appearing in Written Examination will be sent via email and/or Under Postal Certificate.
- c. The applications should be submitted **ONLY ONLINE** at the Delhi Courts Website i.e. <http://delhicourts.nic.in/recruitment.html>. Application form will not be entertained by any other means.

Candidate must possess a valid email id to fill up the online form. All the communication will be made on the email id provided by the candidate.

- d. Information on the Recruitment for Stenographers-2010 will be updated regularly at <http://delhicourts.nic.in/recruitment.html>.
- e. The online filling up of forms at Delhi Courts Website i.e. <http://delhicourts.nic.in/recruitment.html> will **start at 11:30 A.M. (IST) on 18.02.2010** and **will end at 04:00 P.M. (IST) on 04.03.2010**. After closing of online recruitment as scheduled, no application will be entertained.
- f. The Print out of automatically generated application form duly signed, alongwith three recent passport size photographs, one self addressed envelope affixing Rs. 10/- Postal Stamp and photocopies of testimonials attested by Gazetted Officer should be sent through the registered post to 'The District & Sessions Judge, Tis Hazari Courts, Delhi-110054' clearly mentioning the "**Application for the post of Stenographer -2010**" and "**Registration ID**" (As provided at the time of filling up online application submission at the Delhi Courts Website) on the top of the envelope. The application should reach this office on or before 16TH March 2010 by 4:00 PM.
- g. Applications received after due date, without Registration ID on the top of the envelope, without requisite fee or incomplete applications will not be entertained in any circumstances.
- h. The employees of Government Department will send their application through proper channel, information is available at <http://delhicourts.nic.in/recruitment.html>.

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Chairman

Stenographer's Recruitment Committee-2010