

Annexure-I

OFFICE OF THE DISTRICT & SESSIONS JUDGE

TIS HAZARI COURTS, DELHI-110054

Subject: filling up vacancies of Stenographers in the pay scale of Rs.4000-6000

Applications are invited for appointment for the post of Stenographers from eligible candidates as per details given in Annexure-I. Eligible and willing applicants may send their application on plain paper in the proforma given in Annexure-II, alongwith three recent passport size photographs addressed to **The District & Sessions Judge, Tis Hazari Courts, Delhi-110054** and shall be sent by Registered A.D. only, clearly mentioning "Application for the post of Stenographer" on the top of the envelope so as to reach this office on or before 24/06/08(Tuesday) by 4:00 pm. Applications received after due date and without requisite fee will not be entertained. Application form can also be downloaded from the Web Site www.delhicourts.nic.in.

(B.B. CHAUDHARY)
CHAIRMAN, RECRUITMENT COMMITTEE

Eligibility Conditions for Appointment As Stenographer group 'C' (English)

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|----------------------------------|---|-----------------------------------|
| 1. No. of Posts: | : | 174 (likely to be revised) |
| General | : | 71 |
| SC | : | 20 |
| ST | : | 15 |
| OBC | : | 37 |
| Ex-Service Men | : | 24 |
| Physical Handicapped(Ortho only) | : | 07 |
2. Scale of pay : Rs.4000-6000 plus allowances as admissible under the rule.
3. Age Limit : 18 to 27 years as on **01/01/08**. Age limit is relaxable by 5 years in case of SC/ST, 3 years in case of OBC, 10 years in case of Physically Handicapped (Ortho only) candidates and in case of Ex-servicemen/serving government employees as per rules.

4. Method of Recruitment: Direct recruitment
5. Educational Qualifications : a) 10+2 or equivalent from a recognized Board / University with English as a Subject and should have secured minimum pass marks in English.
- b) Candidate should have adequate working knowledge of computer.**
6. Mode of Selection : Selection shall be made on the basis of Written Test examination comprising of one paper in English language(Essay, Grammar and translation from English to Hindi and vice-versa). The candidates, who are declared qualified in English language paper will be called to appear for shorthand and typing test @ 80/30 w.p.m respectively in English . The short listed candidate would also undergo an interview(**The candidates will have to arrange their own Type Writers for taking the test**).

(Note:-Marks obtained in English paper shall not be counted at the time of preparation of final merit list)

7. Period of Probation : One Year.
8. How to Apply :
- a) A fee of Rs. 300/- in the case of U/R category and Rs. 100/- in the case of reserved categories will be charged. 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.**
 - b) Serving Government employees should send their applications through proper channel.
 - c) The candidates shall appear in the Written test /Shorthand test and interview at Delhi at their own expense. No T.A/D.A will be paid. The dates for holding the test and interview will be intimated later on. Admit cards for appearing in written examination will be sent only under postal certificate.

Affix your recent
passport size
photograph and attach
two with form

Annexure-II

Application for the post of Stenographer

1. Category under which applied :
(Candidates can apply only in one category)
2. Name of the Applicant (In Capital Letters) :
3. Father's / Husband's Name :
4. Date of Birth (In words and figures) :
5. Sex :
6. Nationality :
7. Educational Qualification :
8. Extent of Computer Knowledge :
9. Present Postal Address :
10. Permanent Address :
11. Telephone number :
12. Particulars of Draft /Banker's Cheque No,
Name of Bank & Amount :

I do hereby declare that the statement made in the application are true, complete and correct to the best of my knowledge and belief. I understand and agree that my candidature is provisional and in the event of any information being found false or incorrect or incomplete or ineligibility being detected at any time before or after selection/ interview, my candidature is liable to be rejected. I shall be bound by the decision of the District & Sessions Judge, Delhi.

Signature of Applicant _____
Name in Block Letters _____
Date _____

Encls: