

**OFFICE OF THE DISTRICT & SESSIONS JUDGE
Tis Hazari Courts, Delhi**

Filling up vacancies of Lower Division Clerk in the pay scale of Rs. 3050-4590/- (Pre-Revised)

Applications are invited for appointment to the post of Lower Division Clerk from eligible candidates. Eligible applicants may send their application on plain paper in the proforma given as PART – I & II. **Application form can also be downloaded from the Web Site www.delhicourts.nic.in.** The Last date for receipt of application form is **22.12.2009 (Monday) by 4.00 PM.**

Eligibility criteria/instructions for direct recruitment for the post of **Lower Division Clerk** is as under :-

No. of Posts: 412 (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	132
	OBC	94
	SC	52
	ST	47
	Ex-Serviceman	53
	Persons with 40% or more Disabilities VH – 16 (including backlog of 12) HH – 15 (including backlog of 11) OH – 03	} 34*
* If suitable candidate from particular category of backlog vacancies for persons with disability (PWD) is not available, the same would be filled by interchange amongst other categories. The vacancies reserved for : <i>VH (low vision) fill against PWD Roster Point No. 1,101,201 & 301. HH fill against PWD Roster Point No. 34,134,234 & 334 and OH (locomotor disabled) fill against PWD Roster Point No. 67,167 & 267.</i>		
Scale of Pay	Rs. 3050-4590/- (Pre-Revised) plus allowances as admissible under the Rule.	
Age as on 01.01.2010 : 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 th Pass or equivalent from a recognized Board / University. Candidate should have adequate working knowledge of computer.	
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 will be declared qualified in English language paper will be called to appear for typing test @ 30 w.p.m. 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)	

- a) Examination Fee of Rs. 200/- in the case of Unreserved categories and Rs. 100/- in the case of Reserved categories 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 attested by a Gazetted Officer in support of his candidature.**
- b) Serving Government employees should send their applications through proper channel alongwith dully filled prescribed proforma as per **PART – II.**
- c) Candidates equivalent to ten times of vacancies in each category subject to minimum marks of 45% for general category and 40% for reserved categories in written examination will be called for type test and three times will be called for interview.
- d) The candidates shall appear in the Written Test / Typing test and interview at Delhi at their own expense. No T.A./D.A. will be admissible. 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.
- e) The applications should be submitted on plain paper as per proforma given in Part – I & II, alongwith three recent passport size photographs and one self addressed envelope. The application should be sent in registered envelope addressed to **"The District & Sessions Judge, Tis Hazari Courts, Delhi-110054"** clearly mentioning **"Application for the post of LDC-2009"** on the top of the envelope so as to reach this office on or before **22-12-2009 (Tuesday)** by 4:00 PM. Applications received after due date or without requisite fee or which are incomplete will not be entertained in any circumstances.

(CHAIRMAN)
Recruitment Committee for
LDC Examination - 2009

OFFICE OF THE DISTRICT & SESSIONS JUDGE :DELHI

ROLL NO.

(For Office Use Only)

APPLICATION FORMAT

Affix recent self-attested passport size Photograph

Name of the Post applied for: **LOWER DIVISION CLERK**

Fee details: Bank Draft/Banker's Cheque No. _____ Dated _____

Amount _____ Name of Issuing Bank _____

Grounds for claiming remission of fee (Please enclose proof): _____

1. **FULL NAME** (In Capital Letters): (Please leave one box blank between each part of name)

First Name	Middle Name	Surname
------------	-------------	---------

2. **FATHER'S/HUSBAND NAME** (In Capital Letters):

--

3. **NATIONALITY**: _____ 4. **SEX** ((Please tick mark): MALE FEMALE

5. **ADDRESS**: - A) Postal Address: _____
_____ PIN:

B) Permanent Address: _____
_____ PIN:

6. **DATE OF BIRTH**:

D	D	M	M	Y	E	A	R
---	---	---	---	---	---	---	---

 7. **AGE** : Years _____ Months _____ Days _____
(AS ON 01-01-2010)

8. **CATEGORY** (GEN/OBC/SC/ST/Ex-Serviceman/Persons with Disabilities): _____
(The candidates belonging to SC/ ST/OBC/Persons with Disabilities/ESM category must enclose attested copy of the certificate as proof. Persons with Disabilities candidate should specify their category whether VH/HH/OH. If exempted from typing then place the attested copy of certificate issued by competent Medical Board in support of claim)

9. **KNOWLEDGE OF COMPUTER** (Please tick mark): YES NO

10. **DETAILS OF EDUCATIONAL QUALIFICATION** (Please enclose attested copies of the certificates)

Exam Passed	Name of Institution/Board /University	Subjects studied	Year of passing	% of marks

DECLARATION

I declare that I fulfill the eligibility conditions as per the advertisement and that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility conditions according to the requirements mentioned in the advertisement, my candidature/appointment is liable to be cancelled/terminated and I shall abide by the decisions of the department/recruitment committee.

PLACE:

DATE:

(SIGNATURE OF CANDIDATE)

**To be filled by the Head of Office in which the candidate is serving
(Only for Government Employees)**

It is certified that: -

- (i) There are no circumstances rendering Mr./Ms. _____ unsuitable for appointment as LDC.
- (ii) He/She is regularly appointed as _____ w.e.f. _____ and continues to be so employed.
- (iii) He/She is permanent (state designation) _____ of the (Name of the Department etc.) _____ w.e.f. _____ and continues to be so employed.
- (iv) The information given by Mr./Ms. _____ in the application have been verified with reference to his/her service record and are correct.
- (v) No disciplinary proceeding is pending or contemplated against Mr./Ms. _____.



SIGNATURE _____
NAME _____
DESIGNATION _____
DEPARTMENT/OFFICE _____
