

Annexure "B"

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

C I R C U L A R

Sub.: Notification for inviting Online Applications from Non-Graduate Bailiffs and Process Servers for Departmental Proficiency/Evaluation Test for consideration of filling up vacant posts of Naib Nazir.

Online applications are hereby invited from the eligible Process Server & Bailiff (Non-Graduate) of this establishment for Departmental Proficiency/Evaluation Test for consideration of filling up 106 (One Hundred & Six) vacant posts of Naib Nazir. The date of Proficiency/Evaluation Test shall be notified separately in due course.

The qualification and eligibility criteria as per amended Delhi District Courts Establishment (Appointment & Conditions) of Service Rules, 2012 for the post of Naib Nazir are as under :-

Srl. No.	Name of the Post	Method of Recruitment	Qualification etc.	Appointing Authority
(1)	(2)	(3)	(4)	(5)
22.	Naib Nazir PB-II-9300- 34800+4200/-	By promotion From amongst Bailiffs/Process Servers on the basis of seniority- cum-merit	Graduate with minimum service of five years as Bailiff in the establishment of the District & Sessions Judge, Delhi. OR Graduate with minimum service of eight years as Process Server in the establishment of the District & Sessions Judge, Delhi. OR Matriculation pass with minimum service of eight years as Bailiff in the establishment of the District & Sessions Judge, Delhi. OR Matriculation pass with minimum service of ten years as Process Server in the establishment of the District & Sessions Judge, Delhi. Non-graduate candidates will also have to qualify a proficiency/ evaluation test.	District Judge

The eligible officials may submit their applications through **Layers Software** by providing the requisite particulars as prescribed in the online form available on the intranet portal of this

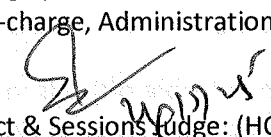
Court. The said portal shall remain active from **02.06.2025 (10:00 AM)** and will remain open until **17.06.2025 (5:00 PM)**.

No application shall be entertained after the due date.

The **cut-off date** for determining the eligibility of the applicants/candidates shall be the **last date of submission of online applications, i.e. 17.06.2025.**

Notes:

1. All officials must apply through Layers software only. Applications in physical or any other form will not be entertained, and such applications will be outrightly rejected without any notice. The method/steps for applying through the LAYERS Software are annexed as **Annexure 'D'** to this notification.
2. All other details, regarding time and venue of Proficiency Test, will be communicated later.
3. The official applying for the said examination should ensure that he/she fulfill all the eligibility conditions for appearing in the examination as per Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012. Officials not having the essential qualifications as exactly mentioned in the Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012, for the concerned post need not apply.
4. The candidature of the official will be purely provisional at all stages and will be subject to satisfying the prescribed eligibility conditions. If, at any stage of the examination process, it is found that any official does not fulfill any of the eligibility conditions or the information furnished by the official is incorrect, his/her candidature shall stand cancelled without any notice. Mere issuance of an Admit Card or appearance in the examination does not entitle him/her to claim the post in any manner.
5. In the case of fake/fabricated applications/registrations by misusing any dignitary's name/photo, such official will be held responsible for the same and liable for suitable legal/disciplinary action.
6. The Office of the Principal District and Sessions Judge (HQs), Delhi reserves the right to cancel a part or the entire process of the examination, without assigning any reasons.
7. The Office of the Principal District and Sessions Judge (HQs), Delhi reserves the right to change or make amendments to the examination scheme at any time before the examination, if so required.
8. No books will be allowed during the examination.
9. The use of any digital instrument/mobile/cell phone, pager/electronic watches, etc., is not allowed. Candidates are strictly advised not to bring any of the above gadgets to the examination center, as no arrangements for keeping or securing these items will be available at the center.
10. In case any candidate is caught/found to be in possession of any electronic gadget/instrument or using any unfair means, he/she will be debarred from the examination, and legal/disciplinary proceedings shall also be initiated against the candidate.
11. The numbers of vacancy are tentative in nature and may be increased or decreased by the Competent Authority.
12. In order to resolve any query or question and providing assistance in filling up of online application form officials are directed to contact Nodal Officer/Branch In-charge, Administration Branch-III, Central, Tis Hazari Courts, Delhi.


Principal District & Sessions Judge: (HQs)
Delhi



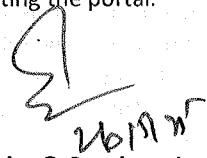
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18478 - 18478
No. _____/Recruitment Cell/Naib Nazir(Deptt. Test)/2025

Dated, Delhi the 26 MAY 2025

Copy forwarded for information and necessary action to:-

1. The Office of Secretary General, Hon'ble Supreme Court of India, New Delhi with the request to circulate the same amongst the staff of this establishment working there on diverted/deputation basis.
2. The Registrar General, Hon'ble High Court of Delhi, New Delhi with the request to circulate the same amongst the staff of this establishment working there on diverted/deputation basis.
3. The Ld. Principal District & Sessions Judge, West, East, North-East, Shahdara, New Delhi, South-West, North-West, North, South, South-East, Rouse Avenue District Court, Delhi/New Delhi, with the request to circulate the same in their respective District.
4. The Principal Judges, Family Courts in all the Districts with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
5. The Principal Secretary, Departmental of Law, Justice and Legislative Affairs, Govt. of NCT of Delhi, 8th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi-110002, with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
6. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
7. Sh. Rajesh Kumar Goel, Ld. District Judge Commercial Courts-02, Central/ Ld. Chairperson (Selection Committee), RACC, Delhi for information.
8. The Registrar, National Company Law Tribunal, Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
9. The Registrar, National Commission for Protection of Child Rights, New Delhi with the request to circulate amongst the staff of this establishment working there on deputation/diverted capacity.
10. Additional Coordinator, Arbitration Centre, Hon'ble High Court of Delhi with the request to bring into the notice of officials of this establishment working there on diverted/deputation basis.
11. The Office of the Lokayukta, GNCTD with the request to circulate amongst the officials of this establishment working there on deputation/diverted capacity.
12. The Registrar, National Green Tribunal, Faridkot House, New Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
13. The Delhi Cooperative Tribunal, New Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
14. The Registrar, Armed Force Tribunal, West Block - VIII, Opp. Mohan Singh Market, Sector - I, R. K. Puram, New Delhi - 110066 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
15. The Registrar, Appellate Tribunal for Electricity, New Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
16. The Registrar, Appellate Tribunal, MCD, Room No. 29, Tis Hazari Courts, New Delhi-110054 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
17. The Registrar, Real Estate Appellate Tribunal of NCT of Delhi and UT of Chandigarh, B Block, Vikas Bhawan, New Delhi-110002 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
18. The Registrar, Debt Recovery Appellate Tribunal, Delhi (DRAT), Department of Financial Services, Ministry of Finance, 3rd Floor, Jeevan Deep Building, Sansad Marg, New Delhi-110001 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
19. Office of the Judicial Commission, THC Incident, Vikas Bhawan-II, Civil Lines, Delhi with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.

20. The Commissioner, DDA, Vikas Sadan, INA, New Delhi-110023 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
21. The Commissioner, NDMC, Palika Kendra, Parliament Street, New Delhi-110001 with the request to circulate the same amongst the staff of this establishment working there on deputation/diverted capacity.
22. All the officers of Delhi Higher Judicial Service/ Delhi Judicial Service (Central Districts) with the request to bring the same into the notice of staff working under their control.
23. The Personal Office of undersigned.
24. The Member Secretary, NALSA, with the request to circulate the same amongst the staff of this establishment working in diverted/deputation basis.
25. The Member Secretary, DSLSA, with the request to circulate the same in all the DSLSA Districts and bring into the notice of staff of this establishment working in diverted/deputation basis.
26. The Dealing Official, Website Committee, Delhi, with the direction to upload the circular on the website of District Courts, Delhi.
27. For uploading on LAYERS.
28. R & I Branch of all districts, to affix copy of this circular on the Notice Board of their concerned court complexes.
29. All the Sr. Administrative Officers (J)/ Administrative Officers (J), Accounts Officer/Assistant Accounts Officer,/All Branch In-charges, Central District, THC, Delhi with the directions to bring the same into the notice of staff working under their control.
30. The Branch In-Charge, IT Cell, THC, Delhi, to make necessary steps for activating the portal.


Principal District & Sessions Judge: (HQs)
Delhi

Steps for applying for the post of Naib Nazir (Departmental Exam) 2025 through LAYERS Software –

1. Applying for the post of Naib Nazir (Departmental Exam) 2025 requires LAYERS login available at <http://10.199.37.5/layers> accessible in all District Courts, Delhi.
2. The applicant has to Login LAYERS on <http://10.199.37.5/layers> with their existing LAYERS login ID and Password.
3. If the applicant's designation is Process Server or Bailiff then his/her LAYERS dashboard will have a Menu as follows:

"Recruitment → Departmental Exam – Naib Nazir 2025"

4. After accessing the Departmental Exam tab, an application form is available under "Applicant Menu" to be filled by the applicant as under :

a. Name of the official -	Prefilled from LAYERS (Non Editable)
b. Designation of the official -	Prefilled from LAYERS (Non Editable)
c. Employee Code/PIN -	Prefilled from LAYERS (Non Editable)
d. Father's Name -	Prefilled from LAYERS (Non Editable)
e. Date of Birth -	Prefilled from LAYERS (Non Editable)
f. Gender -	To be filled by the Applicant
g. Category -	To be filled by the Applicant
h. Education Qualification (Highest) -	Prefilled from LAYERS (Non Editable)
i. Date of Entry into Service as <i>Process Server (Regular) -</i>	To be filled by the Applicant
j. Length of Service on regular basis as <i>Process Server (Regular) -</i> <i>Server"</i>	Auto filled as per "Date of Entry in to Service as Process
k. Date of Entry into Service as <i>Bailiff (Regular) -</i>	To be filled by the Applicant
l. Length of Service on regular basis- as <i>Bailiff (Regular) -</i>	Auto filled as per "Date of Entry in to Service as Bailiff"
m. Present Place of Posting -	Prefilled from LAYERS (Non Editable)
n. Address (Permanent) -	Prefilled from LAYERS (Non Editable)
o. Address (Present) -	Prefilled from LAYERS (Non Editable)
p. Working knowledge of Computers -	To be filled by the Applicant (If any)
q. Date of Initial appointment -	Prefilled from LAYERS (Non Editable)
r. Mobile No. -	Prefilled from LAYERS (Non Editable)
s. Alternate Mobile No. -	To be filled by the Applicant (If any)
t. Email ID -	Prefilled from LAYERS (Non Editable)
u. Upload Photo -	(Size more than 10 KB and less than 200 KB and only in jpg or jpeg format)
v. Upload Signature -	(Size less than 100 KB and only in jpg or jpeg format)

5. After filling up all the above details, applicant has to click on Get OTP button, and enter the OTP received on Registered or Alternate mobile number.
6. Applicant should click on the "check box" of "I Accept the above undertaking".
7. Thereafter applicant needs to click on "Submit" button which is final stage of submission of the form.
8. After submitting final application, applicant can view and print the application but could not modify the same.

Note: *If the applicant has not registered in LAYERS Software, he/she must register first and in case of any issue regarding submission of application or any change is required in the prefilled column/s, the candidate may contact at LAYERS seat (Mr. Tulsi, contact no. 011-23935772) in Room No. 207, Computer Branch, Central, Tis Hazari Court, Delhi with documentary proof (as per official record) for making changes.*

Annexure "A"

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)
TIS HAZARI COURTS, DELHI

CIRCULAR

Sub: Syllabus for the Proficiency/Evaluation Test required to be qualified by non-graduate Bailiffs and Process Servers for promotion to the post of Naib Nazir.

Pursuant to the amended rules notified vide Notification No. 104/Rules/DHC dated 03.11.2023 by the Hon'ble High Court of Delhi, it is hereby notified for the information of all non-graduate Bailiffs and Process Servers of this establishment, including those posted on diverted capacity and/or on deputation, that the qualification requirements, eligibility condition, and mode of appointment for filling up the post of *Naib Nazir* are as under:

Srl. No.	Name of the Post	Method of Recruitment	Qualification etc.	Appointing Authority
(1)	(2)	(3)	(4)	(5)
22.	Naib Nazir PB-II-9300-34800+4200 /-	By promotion From amongst Bailiffs/Process Servers on the basis of seniority-cum- merit	Graduate with minimum service of five years as Bailiff in the establishment of the District & Sessions Judge, Delhi. OR Graduate with minimum service of eight years as Process Server in the establishment of the District & Sessions Judge, Delhi. OR Matriculation pass with minimum service of eight years as Bailiff in the establishment of the District & Sessions Judge, Delhi. OR Matriculation pass with minimum service of ten years as Process Server in the establishment of the District & Sessions Judge, Delhi. Non-graduate candidates will also have to qualify a proficiency/ evaluation test.	District Judge

It has been decided that Syllabus for the Proficiency/Evaluation Test, which is required to be qualified by non-graduate Bailiffs and Process Servers for promotion to the post of Naib Nazir shall be structured as under:

Syllabus for the Proficiency/Evaluation Test

- a) The examination shall consist of a written test carrying a total of **60 marks**, comprising **60 Multiple Choice Questions (MCQs)**. The questions will be drawn from the following three subjects/sections, with **20 MCQs from each section**. Each question shall carry **one (01) mark**.

Section	Subject	Area of Test	Number of Questions	Marks
1.	हिंदी	मुहावरे, शब्द अर्थ, पर्यायवाची, विलोम शब्द	20	20
2.	English	Word Meaning, Synonymous, Antonymous	20	20
3.	Code of Civil Procedure	Part-II (Section 38 to 41, 46, 47, 51, 55 to 57 & 60)	20	20
TOTAL			60	60

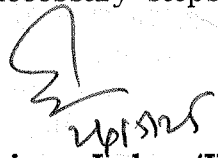
- b) There shall be **no negative marking** for incorrect answers.
- c) The duration of the test shall be **60 minutes (1 hour)**.
- d) Candidates must secure a **minimum of 40% marks**, i.e., **24 out of 60 marks**, to qualify the test.
- e) The questions for **Section 2 and Section 3** will be in the **English language** only.
- f) The objective of the Proficiency/Evaluation Test is to assess the **general aptitude** and **suitability of the candidates** in alignment with the specific job requirements related to the aforesaid subjects.
- g) The Proficiency/Evaluation Test shall be **qualifying in nature**, and **no merit or seniority list** will be prepared on the basis of the performance in the test.
- h) Merely appearing and/or qualifying the Proficiency/evaluation test shall not confer any right for promotion. Other relevant factors such as seniority, ACRs, Vigilance Clearance Report, Currency of penalty report etc., shall also be taken into considered while making recommendations for promotion.

(SANJAY GARG-I)
PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs)
DELHI

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28. R & I Branch of all districts, to affix copy of this circular on the Notice Board of their concerned court complexes.
29. All the Sr. Administrative Officers (J)/ Administrative Officers (J), Accounts Officer/Assistant Accounts Officer,/All Branch In-charges, Central District, THC, Delhi with the directions to bring the same into the notice of staff working under their control.
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Principal District & Sessions Judge: (HQs)
Delhi

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