

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

Sub:- Skill Test/Shorthand Test (English) of Personal Assistants

CIRCULAR

Pursuant to communication No.14687/Rectt.Celli/2023 dated 17.02.2023 received from the Recruitment Cell, it is informed to all concerned that Personal Assistants who were selected in the year 2021 on relaxed criteria of mistakes upto 10% in skill test/shorthand test are required to clear skill test/shorthand test (English) as per prescribed criteria of mistakes upto 04% during the probation period.

Skill test is going to be conducted by the Department very soon tentatively in the month of January 2024. A passage of 500 words will be dictated at the speed of 100 w.p.m. in five (5) minutes duration and the candidates will get forty (40) minutes duration to transcribe the dictated passage on Computer. No extra time will be given for reading the passage.

NK 9.1.24

(NAROTTAM KAUSHAL)
Principal District & Sessions Judge (HQs.),
Delhi.

No. 634-1434 /Admn-I/Rectt.(PA)10%/Relax/Skill Test

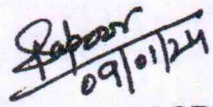
Dated: 09 JAN 2024

❖ **Copy forwarded for information and necessary action to :**

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi, with the request to circulate the same amongst the staff members of this establishment working there on diverted/deputation basis.
2. All the Ld. Principal District & Sessions Judge, West, East, North-East, Shahdara, New Delhi, South-West, North-West, North, South, South-East Districts, Rouse Avenue Courts Complex, Delhi/New Delhi.
3. The Principal Judge, Family Courts (HQs.), Dwarka, New Delhi with the request to circulate the same amongst the staff members of this establishment working there on deputation/diverted capacity.

4. The Director, Delhi Judicial Academy, Dwarka, Delhi with the request to circulate amongst the staff members of this establishment working there on deputation/diverted capacity.
5. All the Courts presiding over by the officers of Delhi Higher Judicial Service/ Delhi Judicial Service (All Districts) with the request to bring the same into the notice of staff members working under their control.
6. The Member Secretary, NALSA, Jaisalmer House, Man Singh Road, New Delhi, with the request to circulate the same amongst the staff of this establishment working in diverted/ deputation basis.
7. The Member Secretary, DSLSA, Rouse Avenue Courts Complex, New Delhi, with the request to circulate the same to bring into the notice of staff members of this establishment working in diverted/deputation basis.
8. Office of the Judicial Commission, Vikas Bhawan-II, Civil Lines, with the request to circulate the same to bring into the notice of staff members of this establishment working in diverted / deputation basis.
9. The Addl. Secretary (Law, Justice & Legislative Affairs), 8th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi, with the request to circulate the same to bring into the notice of the staff members of this establishment working in diverted / deputation basis.
10. The Registrar, Appellate Tribunal, MCD, Tis Hazari Courts, Delhi, with the request to circulate the same to bring into the notice of staff members of this establishment working in diverted / deputation basis.
11. The Registrar, Debt Recovery Appellate Tribunal, Delhi (DRAT), 3rd Floor, Jeevan Deep Building, Sansad Marg, New Delhi, with the request to circulate the same to bring into the notice of staff members of this establishment working in diverted / deputation basis.
12. Personal Office of the Ld. Principal District & Sessions Judge (HQs.), Delhi.
13. Dealing Assistant, Website Committee, Delhi to upload this notification on the official website of Delhi District Courts.
14. Dealing Assistant, handling LAYERS software.
15. R & I Branch of all the Districts to affix the copy of this notification on the Notice Board of their concerned court complexes.

234B
176.


(SIMMI KAPOOR)
Administrative Officer (Judicial)
Administration Branch-I.