

Instructions for the Candidates

1. The Candidates are advised to go through all the terms and conditions of the offer carefully.
2. The **reporting time** for 'Acceptance of Offer of Appointment' and 'submission of documents' with 'Attestation Form' will be between **11:00 AM to 04:00 PM** only.
3. All the prescribed forms should be duly filled up in legible handwriting with **Blue Ballpoint Pen** only.
4. Two sets of **Attestation Form**, as provided to the Candidates are required to be furnished in '**verbatim**' alongwith the '**acceptance of offer**' duly attested by the First Class Gazetted Officer or any other competent authority as prescribed on page No.5 of Attestation Form.

However, for assistance in filling the "Attestation Form" candidates may **download** the '**sample**' from the website of Delhi District Courts under '**Recruitment**' tab.
5. The Candidates must ensure to specifically strike off/delete any of the clause/s not relevant or related to him/her in any of the annexures.
6. The Candidates who have ever resided or belong to "**State outside Delhi**" have to fill up separate Attestation Form accordingly, for which the candidates may download the same by logging on to <https://delhicourts.nic.in/recruitment/>. (*All the attestation forms should be in verbatim and each set of the same should be attested by the same officer separately.*)
7. The Candidates have to submit '**One Set**' of **attested documents** (i.e. two identity proofs, residential proof, academic/ professional documents, caste certificate etc.), which should be attested by a First Class Gazetted Officer.
8. The Candidates must declare all their qualifications (*matriculation onwards*) **including** the **pursuing course**, if any, in clause No.10 of Attestation Form.
9. All the documents must be arranged **chronologically**.
10. The Candidates must carry **4 Passport Size Photographs** and **original testimonials** at the time of '**acceptance of offer and submission of attestation form**'.