

**OFFICE OF DISTRICT & SESSIONS JUDGE (HQs): DELHI**  
**TIS HAZARI COURTS, DELHI-110054**

**VACANCY NOTICE**

Applications are invited from suitable candidates for filling up post of System Analyst (Group -I) Executive on deputation basis (including short-term contract) in the office of the District & Sessions Judge (HQs), Delhi. Details of posts are hereunder:-

<b>Sl.No</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Pay Scale (Rs.)</b>
1	System Analyst Group-I (Executive)	05, Group A (Gaz.)	(Pay Band-III) Rs. 15600-39100/- + Grade Pay Rs. 6600/-

The requisite details, eligibility criteria, and application format are available on District Court website ([www.delhidistrictcourts.nic.in](http://www.delhidistrictcourts.nic.in)). Duly filled in application must reach the Office of District & Sessions Judge (HQs), Tis Hazari Courts within 60 days from the date of Advertisement.

-Sd-  
Chairman  
Selection Committee

# **OFFICE OF DISTRICT & SESSIONS JUDGE (HQs): DELHI**

No. \_\_\_\_\_/SC/Rectt. Cell/2018

Dated : \_\_\_\_\_

## **CIRCULAR**

Applications are invited from suitable candidates for filling up of Five (05) post of System Analyst Group-I (Executive) in the establishment of District & Sessions Judge (HQs), Delhi on deputation (including short-term Contract) for the period of 03 years (maximum) from suitable candidates who fulfill the following eligibility conditions:-

S.No.	Name of the Post	No. of Posts	Pay Scale (Rs.)	Eligibility Conditions	Qualification
1	System Analyst Group-I (Executive)	05 Group A (Gaz.)	(Pay Band-3) Rs. 15600-39100/- + Grade Pay Rs. 6600/-	Officers under Central/State Govts./Union Territories Recognized Research Institutions/Public Sector Undertaking/Autonomous Organizations 1) (i) holding analogous post, on regular basis; OR (ii) with five years regular service in the pay scale of Rs. 8000-13500(equivalent new scale) or equivalent post. OR (iii) Eight years regular service in the scale of pay of Rs. 6500-200-10500(equivalent new scale) or equivalent and b) Possessing the educational and other qualifications prescribed under Qualification Column.	1) (i) Master Degree in Computer Application/Computer Science / Master Degree or M. Tech (with specialization in Computer Application) or B.E/B. Tech in Computer Engineering/Computer Science/Computer Technology of a recognized University or equivalent (ii) Five years experience in Electronics Data Processing out of which two years experience should be in actual programming. OR 2) (i) Degree in Computer application/computer science or Degree in Electronics and Communication Engineering from a recognized University or equivalent. (ii) Seven years experience in Electronics Data Processing work out of which at least three years experience should be in actual programming. OR 3) (i) Masters Degree of a recognized University or equivalent or Degree in Engineering of a recognized University or equivalent. (ii) Eight years experience in Electronics Data Processing Work, out of which at least four years experience should be in actual programming. OR 4) (i) “ A Level Diploma under DOEACC programme or post Graduate Diploma in Computer Application offered under University Programme/Post Polytechnic Diploma in Computer Application awarded by State Council of Technical Education or equivalent. (ii) Eight years experience in Electronics Data Processing work out of which at least four years experience should be in actual programming.  Age limit: not exceeding 40 years (relaxable for Govt. Servant upto five years in accordance with the instructions or orders issued by the Central Government.) Note:- (1) the crucial date for determining the age limit shall be the 1 <sup>st</sup> day of January of the year in which the process of recruitment is initiated. (2) the qualification and experience are relaxable at the discretion of the District & Sessions Judge (HQs), Delhi, in case of candidates otherwise well qualified.

### **General Information, condition, and instructions for the candidates -**

- The application must reach in the office of District & Sessions Judge (HQs), Delhi within 60 days from the date of advertisement.
- The pay of the officer selected on deputation will be governed by DoP&T O.M. No. 6/8/2009-Estt.(Pay II) dated 17.06.2010, as amended from time to time.
- The applicant must be a citizen of India.
- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement as on the last date of receipt of the applications. They are advised to satisfy themselves before applying that they possess essential criteria laid down for above posts.
- No enquiry asking for advice as to eligibility will be entertained.
- The prescribed essential criteria are minimum and mere possession of the same does not entitle candidates to be called for screening.
- The District & Sessions Judge (HQs), Delhi reserves the right to shortlist candidates on the basis of

higher qualifications/year of experience/experience in related field etc. The decision of the District & Sessions Judge (HQs), Delhi shall be final and binding to all.

8. The District & Sessions Judge (HQs), Delhi may relax the eligibility criteria i.e. Age, Qualifications or experience for the selection of the candidate if any candidate found more suitable for any of the above post.
9. The candidate having experience in related field shall be preferred.
10. If any document/Certificate furnished is in a language other than Hindi or English, a transcript in Hindi/English of the same duly attested by a Gazetted Officer or Notary is to be submitted.
11. The date for determining the upper age limit, qualification and/or experience will be the 1st day of January of the year in which the process of recruitment is initiated.
12. Vacancies may increase or decrease at the time of final screening by the order of District & Sessions Judge (HQs), Delhi. This is subject to change without any notice.
13. While forwarding the application the sponsoring authority/employers shall ensure that the particulars of the candidate are verified and that he/she fulfill the eligibility conditions, alongwith a certificate that the officer is free/clear from vigilance angle and no disciplinary proceeding(s) is/are pending or contemplated against the applicant.
14. Complete ACR dossier/APARs of last five years of the applicant must be enclosed with the application duly attested by the officer not below the rank of Under Secretary or equivalent.
15. The candidate should apply only through proper channel and their duly forwarded application should reach the office of District & Sessions Judge (HQs), Delhi on or before the closing date.
16. The candidate must submit 'NO OBJECTION' certificate upon his/her selection.
17. Candidate applying for more than one post must send separate application for each post.
18. Office of District & Sessions Judge (HQs), Delhi reserves the right to make any amendment, cancellation and changes in this advertisement in whole or in part without assigning any reason thereof.
19. The decision taken by District & Sessions Judge (HQs), Delhi for scrutiny and selection of the candidate shall be final and discretionary.
20. The department while forwarding applications may please ensure that the officials who volunteer for the post shall not be allowed to withdraw their names later on.
21. Any corrigendum/ order regarding this advertisement will be issued on the website only. Candidates are advised to remain in touch with the website for this purpose. As no separate communication or corrigendum etc. will be published in Newspaper or any other media.
22. Applicants will be fully responsible for the accuracy of the information they furnish. Any information furnished by the candidate if found wrong at any stage will result in his/her disqualification and/or dismissed from the service at any stage.
23. The interview/call letter, if shortlisted shall be sent by speed/registered post. The office of District & Sessions Judge (HQs), Delhi shall not be responsible for any postal delay lapse, whatsoever.
24. The candidate shall have to appear for interview or for any other purpose, if called for, at his/her own cost. No travelling allowance shall be admissible in any case.
25. The form & conditions for appointment will be as per Recruitment Rules Delhi District Courts.
26. No Correspondence or personal inquiries shall be entertained.

Check list of Document –

1. Duly filled in Curriculum Vitae proforma (As per Annexure-I).
2. Requisite certificates related to educational qualification (Self Attested)
3. 2 Photographs (one affixed on application form and one spare)
4. Copies of ACRs for last Five years (Duly Attested by the Employer)
5. Integrity Certificate (As per Annexure-II).
6. Vigilance clearance certificate (As per Annexure-III).
7. No penalty Certificate (As per Annexure-IV).
8. Cadre Clearance Certificate (As per Annexure-V).

-Sd-  
**Chairman**  
**Selection Committee**

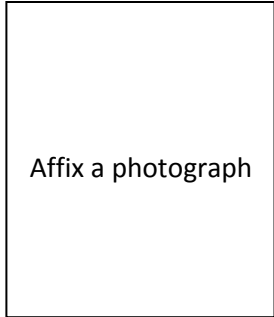
**Copy for information/necessary action to:-**

1. All Ministries/Departments of the Government of India. It is requested that the vacancy may please be given wide publicity in their subordinate, attached offices, PSUs, Autonomous Bodies and other organizations under their Administrative control.
2. The Principal Secretary, General Administration Department, Government of NCT of Delhi. It is requested that the vacancy may please be given wide publicity in their subordinate, attached offices, PSUs, Autonomous Bodies and other organizations under their Administrative control.
3. The Secretary General, Supreme Court of India, Tilak Marg, New Delhi
4. The Registrar General, High Court of Delhi, Sher Shah Marg, New Delhi
5. The Principal Registrar, Central Administrative Tribunal, New Delhi

-Sd-  
**Chairman**  
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**CURRICULUM VITAE PROFORMA**

1. Name of the Candidate
2. Father's/Husband's Name
3. Date of Birth  
(in Christian era)
4. Address
5. Date of retirement
6. Maximum Educational Qualifications
7. Whether Educational and other qualifications required for the post are satisfied.(If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)



	Qualifications/ Experience	Qualifications/ Experience required possessed
Essential	(1)	
	(2)	
	(3)	

8. Please State clearly whether in the light of entries made by you above, you meet the requirement of the post (Yes/No)

9. Details of Employment, in chronological order. Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office/ Institution	Post held	From	To	Scale of Pay and Basic Pay (Please state clearly whether the pay has been granted on account of ACP/MACP or regular promotion)	Nature of duties (in detail)

10. Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent

11. In case the present employment is held on deputation/contract basis, please state)
- a) The date of initial appointment
  - b) Period of appointment on deputation/contract
  - c) Name of the parent office/ organization to which you belong .

12. Additional details about present employment. Please state whether working under (indicate the name of your employer against the relevant column)

- a) Central Govt.
- b) State Govt.
- c) Autonomous Organization
- d) Government Undertaking
- e) Universities
- f) Others

13. Please state whether you are working in the same Department and are in the feeder grade or feeder-to-feeder grade

14. Additional information, if any, which you would like to mention in support of your suitability for the post.

(This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement)

(Note: Enclose a separate sheet, if the space is insufficient).

Anything else candidate wants to share

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information supported by documents submitted by me will also be assessed by the Selection Committee at the time of selection for the post and I am not concealing anything which must be shared with Delhi District Courts.

(Signature of the Candidate)

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date

Countersigned

(Employer with Seal)

**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of Shri/Smt./Ms. \_\_\_\_\_, who has applied for the post of System Analyst Group-I (Executive)/ Programmer Group-II Executive on deputation (istc) basis, it is certified that his/her integrity is beyond doubt.

(To be signed by an Officer of the rank of  
Deputy Secretary or above)  
Name & Office Seal: \_\_\_\_\_  
Date: \_\_\_\_\_

**Annexure-III**

**VIGILANCE CLEARANCE CERTIFICATE**

Certified that no vigilance case or disciplinary proceeding or criminal proceeding is either pending or contemplated against Shri/Smt./Ms. \_\_\_\_\_, who has applied for the post of System Analyst Group-I (Executive)/ Programmer Group-II Executive on deputation (istc) basis.

[Authorized signatory]  
Name & Office Seal: \_\_\_\_\_  
Date: \_\_\_\_\_

**Annexure-IV**

**NO PENALTY CERTIFICATE**

Certified that no major/minor penalty has been imposed on Shri/Smt./Ms. \_\_\_\_\_, who has applied for the post System Analyst Group-I (Executive)/ Programmer Group-II Executive on deputation (istc) basis.

[Authorized signatory]  
Name & Office Seal: \_\_\_\_\_  
Date: \_\_\_\_\_

**Annexure-V**

**CADRE CLEARANCE CERTIFICATE**

This office has no objection to Shri/Smt./Ms. \_\_\_\_\_ applying for the post of System Analyst Group-I (Executive)/ Programmer Group-II Executive on deputation (istc) basis. In the event of his/her selection, he/she will be immediately relieved to take charge of the assignment.

[Authorized signatory]  
Name & Office Seal: \_\_\_\_\_  
Date: \_\_\_\_\_