

dd/mm/yyyy

To

Ld. District & Sessions Judge (HQs),
Tis Hazari Courts, Delhi.

**Sub: Joining Report for the Post of 'Jr. Judicial Assistant' in the Office Pool,
Administration Branch-II (Central), THC, Delhi.**

Respected Sir,

Pursuant to the Appointment Letter No. _____
dated _____, I do hereby join my duty as 'Jr. Judicial Assistant' in the Office Pool,
Administration Branch-II, O/o District & Sessions Judge (HQs), Tis Hazari Courts, Delhi in
the pay band of ₹5200-20200/- with Grade Pay of ₹2800/- (pre-revised) and Level-5 as per
recommendations of 7th CPC Pay Matrix today i.e. on _____ (Forenoon/Afternoon).

This is for your kind information please.

Thanking you

Yours faithfully

Forwarded

*Administrative Officer (Judicial)
Administration Branch-II (Central)*

SIGNATURE: _____

Name: _____

S/o,D/o,W/o _____

R/o _____

EC: _____ (newly appointed)

Mob. No. _____

Encls.:

1. Two Character Certificates (Annexure-II).
2. Layers Registration Certificate.

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____
_____ for the last _____ years _____ months and that
to the best of my knowledge and belief he/she bears a reputable character and the
particulars furnished by him/her are correct.

Shri/Smt./Kum. _____ is not related to me.

Place _____

Signature

Date _____

Designation _____

Stamp

CHARACTER CERTIFICATE

Certified that I have known Shri/Smt./Kum. _____
_____ son/wife/daughter of Shri _____
_____ for the last _____ years _____
_____ months and that to the best of my knowledge and belief he/she bears a reputable character
and has no antecedents which render him/her unsuitable for Government Employment.

Shri/Smt./Kum. _____ is not related to me.

Place _____

Signature

Date _____

Designation _____

Stamp
