

## Instructions for the Candidates

1. The Candidates are advised to go through all the terms and conditions of the offer of appointment carefully.
2. The **reporting time** for furnishing '*Acceptance of Offer of Appointment*' and '*submission of documents*' with '*Attestation Form*' will be between **11:00 AM to 04:00 PM** on all working days.
3. All the prescribed forms should be duly filled up in legible handwriting with **Blue Ballpoint Pen** only which are uploaded on the official website of *Delhi District Courts* under Recruitment Tab.
4. Two sets of **Attestation Form** 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, a '*sample*' Attestation Form is uploaded on website of Delhi District Courts under '*Recruitment*' tab for assistance in filling up the "Attestation Form" by the candidates.
5. It may be ensured that all the prescribed forms including Attestation Form are filled up only after receipt of the Offer Letter by each candidate individually.  
**The declaration/attestation of documents & Attestation Form prior to the date of Offer Letter will not be accepted in any circumstances.**
6. 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.
7. The Candidates shall also ensure to declare his/her hometown in Clause No.3(a) of Attestation Form.
8. The Candidates who have ever resided or belong to "*State outside Delhi*" have to fill up additional Attestation Forms separately for each number of places he/she resided. *All the attestation forms should be in verbatim and each set thereof should be attested by the same officer separately.*
9. The Candidates have to submit '**One Set**' of following documents **duly attested by First Class Gazetted Officer:-**
  - (a) Two identity proofs (*PAN Card/Driving License/Election ID/Adhar Card & Registration Certificate*).
  - (b) Residential proof (*Passport/Electricity Bill/Telephone Bill (landline)/Ration Card/Bank Passbook/Utility Bill/Rent Agreement & others*).
  - (c) Academic/ professional documents (*should be arranged chronologically*).
  - (d) Caste certificate, if applicable.
  - (e) Any other document/s.It is advised to ensure attestation of documents from the same Officer or Competent Authority who is attesting the 'Attestation Form'.
10. The Candidates must declare all their qualifications (*matriculation onwards*) **including the pursuing course**, if any, in clause No.10 of Attestation Form.
11. All the documents must be arranged **chronologically**.
12. The Candidates must carry **4 Passport Size Photographs** and **original testimonials** at the time of furnishing '*acceptance of offer and submission of attestation form*'.
13. As of now, the candidates need not to bring '*Character Certificates*' (*Annexure-II*), the same will be required later on at the time of joining.