

**ANNEXURE "A"**

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

**CIRCULAR**

Applications are invited from suitable candidates for filling up of Seven (07) posts of Programmer Group-II Executive in the establishment of Principal District & Sessions Judge (HQs), Delhi on deputation basis (including short-term contract) for the period of 03 years (maximum) who fulfill the following eligibility conditions: -

<b>S.No.</b>	<b>Name of the Post</b>	<b>No. of Posts</b>	<b>Pay Scale (Rs.)</b>	<b>Eligibility Conditions</b>	<b>Qualification</b>
1.	Programmer Group-II Executive	07 Group B (Gaz.)	(Pay Band-2) Rs. 9300-34800/- + Grade Pay Rs. 5400/-	Officers under Central/State Govts./Union Territories (a) (i) holding analogous post, on regular basis in the Parent Cadre/Deptt. OR (ii) with two years regular service in the pay scale of Rs.7500-12000 or equivalent post in the Parent post in the Parent cadre/department. (iii) Five years regular service in the scale of pay of Rs. 6500-200-10500 or equivalent in the Parent cadre/department 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) Four years experience in Electronics Data including experience of 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) Five years experience in Electronics Data

					<p>Processing work out of which at least two years' experience should be in actual programming.</p> <p>OR</p> <p>3) (i) Master's Degree of a recognized University or equivalent or Degree in Engineering of a recognized University or equivalent.</p> <p>(ii) Six years experience in Electronics Data Processing work, out of which at least three years' experience should be in actual programming.</p> <p>OR</p> <p>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.</p> <p>(ii) Six years experience in Electronics Data Processing work out of which at least three years' experience should be in actual programming</p> <p>Age limit: not exceeding 35 years (relaxable for Govt. Servant upto five years in accordance with the instructions or orders</p>
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					<p>issued by the Central Government.)</p> <p>Note : (1) The crucial date for determining the age limit shall be the 1st day of January of the year in which the process of recruitment is initiated.</p> <p>(2) The qualification and experience are relaxable at the discretion of the Principal District &amp; Sessions Judge (HQs), Delhi, in case of candidates otherwise well qualified.</p>
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**General Information, condition, and instruction for the candidates -**

1. The application must reach the office of Principal District & Sessions Judge (HQs), Delhi within **60 days** from the date of advertisement.
2. 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.
3. The applicant must be a citizen of India.
4. All applicants must fulfill all qualifications and requirements of the post and other conditions stipulated in the advertisement. They are advised to ensure before applying that they possess necessary qualification and requirement as laid down for above post.
5. No enquiry as to eligibility will be entertained.
6. The prescribed essential criteria is minimum and mere possession of the same does not entitle candidates to be called for screening.
7. The Principal 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 Principal District & Sessions Judge (HQs), Delhi shall be final and binding upon all.
8. The candidate having experience in related field may be preferred.

9. 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 required to be submitted.

10. The date for determining the upper age limit, qualification and/or experience, etc. will be the **1st day of January of the year** in which the process of recruitment is initiated.

11. While forwarding the application the concerned authority/employer shall ensure that the particulars of the candidate are verified and that he/she fulfill the eligibility conditions, alongwith a certificate that no disciplinary proceeding(s) is/are pending or contemplated against the applicant.

12. 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.

13. The candidate should apply only through proper channel and their duly forwarded application should reach the office of Principal District & Sessions Judge (HQs), Delhi on or before the closing date.

14. The candidate must submit 'NO OBJECTION' certificate upon his/her selection.

15. Office of Principal 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.

16. The decision taken by Principal District & Sessions Judge (HQs), Delhi for scrutiny and selection of the candidate shall be final and discretionary.

17. 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.

18. Any corrigendum/ order/ information/download of call letter/ admit card regarding this advertisement will be issued on the website of Delhi District Courts i.e. **delhidistrictcourts.nic.in** only. Candidates are advised to visit & check regularly the website for this purpose, as no separate communication will be published in Newspaper or any other media.

19. Applicants will be fully responsible for the authenticity of the information they furnish. Any information furnished by the candidate if found wrong at any stage will result in his/her disqualification and will amount to rejection of his/her candidature.

20. The Interview/Call letter, if shortlisted shall be downloaded from the official website of this office. The office of Principal District & Sessions Judge (HQs), Delhi shall not be responsible for any delay in downloading admit

card, whatsoever. No separate communication in this regard will be made to the applicants.

21. 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.

22. The form & conditions for appointment will be as per Delhi District Courts Establishment (Appointment & Conditions of Service) Rules 2012.

23. No Correspondence or personal inquiries shall be entertained.

Check list of Document -

1. Duly filled in Curriculum Vitae proforma (As per Annexure-1).
2. Requisite certificates related to educational qualification (Self Attested)
3. 2 Photographs (one affixed on application form and one spare)
4. Copies of ACRs/APARs 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).

**CURRICULUM VITAE PROFORMA**

1. Name of the Candidate
2. Father's/Husband's Name
3. Date of Birth (in DD/MM/YYYY)
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 required  
Essential (As per Qualification Rules)

Qualifications/ Experience  
possessed

- a)
- b)
- c)

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	Nature of duties (in detail)

				promotion)	

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)

**Annexure-II**

**INTEGRITY CERTIFICATE**

After scrutinizing Annual Confidential Reports of Shri/Smt./Ms. \_\_\_\_\_ who has applied for the post of Programmer Group-II Executive on deputation 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 Programmer Group-II Executive on deputation 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 of Programmer Group-II Executive on deputation 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 Programmer Group-II Executive on deputation 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: \_\_\_\_\_

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