

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
WEST DISTRICT, TIS HAZARI COURTS, DELHI

No. 411/7936-7940 /Genl./Circulation/West/THC/2025

Dated, Delhi the 11/3/25

Sub.:- Notice Inviting Applications For Oath Commissioners.

Forwarded copy of Endorsement Letter No. 12405-12410/OC/Admn.I/THC/2025 Dated 06.03.2025 received along with its enclosures i.e. copy of "Guidelines for appointment of Oath Commissioners in all Court duly approved by the Full Court" (Annexure-'A') and copy of the prescribed Proforma (Annexure-'B'), on the subject cited above, from Mr. Sanjay Garg-I, Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi for information and immediate compliance/necessary action to:-

1. The Register General, Hon'ble High Court of Delhi, New Delhi for information.
2. The Hony. Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi, with the request to display the same on all the Notice Boards of Bar Association & Library.
3. The A.O. (Judl.)/Branch In-Charge, R&I Branch, Tis Hazari Courts, Delhi to direct the official concerned to get the notice affixed on the Notice Board on each floor of Tis Hazari Court Complex, Delhi.
4. The Website Committee, Tis Hazari Courts, Delhi with request to direct the official concerned to upload the same on the website of Delhi District Court.
5. PS to the Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
6. PS to the Ld. Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.


(Ajay Gupta)

District Judge (Commercial Court) -05/
Officer Incharge General Branch,
West District, Tis Hazari Courts, Delhi

Enclosure:- As above.

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQ): DELHI

03
07/3/25

NOTICE INVITING APPLICATIONS FOR OATH COMMISSIONERS

In reference to the letter No. 215/G-2/Genl.-I/OC/THC/DHC dated 31.01.2025 of the Hon'ble High Court of Delhi, applications for appointment of **Thirty Three (33) Oath Commissioners** at Tis Hazari Courts Complex, Delhi, are invited from the Legal Practitioners who fulfill the "Guidelines for appointment of Oath Commissioners in all Courts duly approved by the Full Court" (Annexure-'A') on prescribed proforma (Annexure-'B').

Duly filled applications in the prescribed proforma should be submitted in the R & I Branch, Central District, Room No. 204, Second Floor, Tis Hazari Courts, Delhi on or before **04.04.2025 by 04:00 PM**. Applications received after the stipulated date and time shall not be entertained.

6/3/25

(Sanjay Garg-I)
Principal District & Sessions Judge (HQs)
Tis Hazari Courts, Delhi

No. 12405-12410 /OC/Admn.I/THC/2025

Dated, Delhi the _____

06 MAR 2025

Copy forwarded to:-

1. The Registrar General, High Court of Delhi, New Delhi with reference to letter No. 215/G-2/Genl.-I/OC/THC/DHC dated 31.01.2025 for information.
2. The Hony. Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi, with the request to display the same on all the Notice Boards of Bar Association & Library.
3. The A.O.(Judl.)/Branch in-Charge, R&I Branch, Central to direct the official concerned to get the notice affixed on the Notice Board on each floor of Tis Hazari Court Complex, Delhi.
4. The Website Committee, THC, Delhi with request to direct the official concerned to upload the same on the website of Delhi District Court.
5. PS to the Ld. Principal District & Sessions Judge (HQs), Tis Hazari Courts, Delhi.
6. PS to the Ld. Principal District & Sessions Judge, West District, Tis Hazari Courts, Delhi.

6/3/25

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

01/02/2025

PD 285 (west)
07/03/2025

Annexure-'A'

Guidelines for appointment of Oath Commissioners in all Courts duly approved by the Full Court.

1. An applicant for the appointment as an Oath Commissioner should have 3 years practice as an Advocate on the last date of submission of application form and the advocate applying for appointment in a particular Court complex, should be mainly practicing at the Sald Complex.
2. The tenure of appointment of Oath Commissioner in all Courts shall be of 2 (two) years, unless otherwise ordered by the High Court.
3. An advocate can be considered for re-appointment after a period of 3 years from conclusion of his/her earlier term.
4. The average annual income for an applicant for appointment as an Oath Commissioner should be not less than Rs. 24,000/- per annum during the preceding two years.

In support of proof of income, the applicant shall file an affidavit in the absence of any other proof.

Provided that the income criteria will not be applicable in case of persons with disability and lady advocates, who are divorcee/widowed/single.

5. Preference to the extent of 10% will be given to senior citizens, lady advocates, who are divorcee and widowed, and persons with disability, subject to their furnishing the requisite proof in order to claim appointment in any of the preferred categories.
6. The applicant (Advocate) will submit an affidavit with his application that he has not applied for Oath Commissioner in any other Court of Delhi except where he has been mainly practicing as an Advocate.

PROFORMA

1.	Name	
2.	Father's/Husband's Name	
3.	Date of Birth	
4.	Enrollment No. with Date of Enrollment (Attach copy of Enrollment Certificate)	
5.	Name of Bar Association of which member with Membership No.	
6.	Average Annual Income (Attach Proof of Income on Affidavit clearly mentioning that "average annual income is not less than Rs...../- per annum during the preceding two years" except in case of advocates with disability and lady Advocates who are divorcee/widow/ single).	
7.	Residential Address with Telephone No.	
8.	Office Address with Telephone No.	

15.	Any special reason, the applicant wants to adduce in support of his/her application.	
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Signature of applicant

Checklist:-	YES/NO
i) An applicant for the appointment as an Oath Commissioner have 3 years practice as an Advocate on the last date of submission of application form	
ii) An applicant applying for appointment in a particular Court Complex should be mainly practicing at the said Complex.	
iii) Average annual income of the applicant for appointment as Oath Commissioner should not be less than Rs. 24,000/- per annum during the preceding two years.	
iv) Whether earlier appointed as Oath Commissioner by this Court for any Courts of Delhi.	
v) An applicant whether applied for Oath Commissioner in any other Court of Delhi.	

INSTRUCTIONS FOR FILLING UP THE APPLICATION FORM FOR APPOINTMENT AS OATH COMMISSIONER

- * The average annual income of an applicant for appointment as an Oath Commissioner should be not less than Rs. 24,000/- per annum during the preceding two years.

In support of proof of income, the applicant shall file an affidavit in absence of any other proof.

Provided that the income criteria will not be applicable in case of persons with disability and lady advocates, who are divorcée/widowed/single.

- ** Recommendation by the Senior Advocates of at least 10 years practice is to be provided in the format which is attached with the application form.
- *** Applicants who are Senior Citizens / lady who are divorcee/widow shall submit proof in support of their claim.

DOCUMENTS TO BE ATTACHED

1. Copy of Matriculation Certificate.
2. Copy of Enrollment Certificate.
3. Income proof or Affidavit.
4. Experience Certificate, issued by the concerned Bar Association.
5. Recommendation by two Senior Advocates of at least 10 years practice on the prescribed proforma attached with application form.

Note :-

1. All documents submitted by the applicant should be self attested.
2. If at any stage of the appointment process, the information furnished by the applicant is found incorrect, his / her application will be cancelled without any notice or further reference.

LETTER OF RECOMMENDATION

_____ S/W/D/o _____
Chamber/Seat No with address _____, Enrollment
_____. Advocate having ten years of practice hereby recommend the
name of Sh./Ms./Mrs. _____, Enrollment
No. _____, Chamber/Seat No with address
_____ for giving position as Oath Commissioner for Tis
Hazari Courts Complex, Delhi. He/She bears good moral character and known to me
personally and he/she fulfills all the required criteria. His/Her candidature may be
considered for the said position.

(Signature)

Name of Advocate: _____

Contact No: _____

Date: _____

LETTER OF RECOMMENDATION

_____ S/W/D/o _____
Chamber/Seat No with address _____, Enrollment
No. _____, Advocate having ten years of practice hereby recommend the
name of Sh./Ms./Mrs. _____, Enrollment
No. _____, Chamber/Seat No with address
_____ for giving position as Oath Commissioner for Tis
Hazari Courts Complex, Delhi. He/She bears good moral character and known to me
personally and he/she fulfills all the required criteria. His/Her candidature may be
considered for the said position.

(Signature)

Name of Advocate: _____

Contact No: _____

Date: _____