HIGH COURT OF DELHI : NEW DELHI

VACANCY NOTICE

SENIOR PERSONAL ASSISTANT AND PERSONAL ASSISTANT EXAMINATION 2026

I. Schedule of Dates:

Commencement Date for submission of online applications	15.09.2026 (1100 hours)
Last date and time for receipt of online applications & for making online fee payment	05.10.2026 (2300 hours)
Date of Correction Window of Application Form and online payment of Correction Charges	12.10.2026 (1100 hours) to 14.10.2026 (2300 hours)
Downloading of Admit Card from Delhi High Court website, i.e., **www.delhihighcourt.nic.in**	To be announced later through public notice on official website
Date, Time & Venue of Examination	To be announced later through public notice on official website

Online applications are invited from persons, who are citizens of India or subjects of Nepal as per instructions issued by the Government of India from time to time, for filling up following existing vacancies for the post of Senior Personal Assistant & Personal Assistant and preparing a panel thereof:

(i) SENIOR PERSONAL ASSISTANT:-

Post	Classification and Level	No. of Vacancies					Total
		GEN	EWS	OBC-NCL	SC	ST	
Senior Personal Assistant	Group- 'B' 8th Level of Pay-matrix of 7th CPC	43	14	32	16	12	**117**
Out of the aforesaid total 117 vacancies:- (i) Total Vacancies reserved for PwBD on horizontal basis – (ii) Break-up of aforesaid 07 vacancies reserved for PwBD on horizontal basis:- a) OL-One Leg, BL-Both Legs, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victim; b) ASD-Autism Spectrum Disorder (M=Mild, MoD=Moderate), SLD- Specific Learning Disability, Mental Illness (MI) and; c) Multiple Disabilities amongst the persons having any disabilities coming under (a) and (b)							07 03 02 02

(ii) PERSONAL ASSISTANT:-

Post	Classification and Level	No. of Vacancies					Total
		GEN	EWS	OBC-NCL	SC	ST	
Personal Assistant	Group- 'B' 7th Level of Pay-matrix of 7th CPC	NIL	07	16	05	05	**33**
Out of the aforesaid total 33 vacancies:- (i) Total Vacancies reserved for PwBD on horizontal basis –							03
(ii) Break-up of aforesaid 03 vacancies reserved for PwBD on horizontal basis:- a) OL-One Leg, BL-Both Legs, LC-Leprosy Cured, Dw-Dwarfism, AAV-Acid Attack Victim;							02
b) ASD-Autism Spectrum Disorder (M=Mild, MoD=Moderate), SLD-Specific Learning Disability, Mental Illness (MI) and Multiple Disabilities amongst the persons having any disabilities coming under (a) and (b)							01

II. Essential Qualifications (As on 05.10.2026) :

i. **For the post of Senior Personal Assistant**:- Graduate from a recognised University and having speed of not less than 110 w.p.m. in Shorthand (English) and 40 w.p.m. in Typewriting (English) on Computer with good working knowledge of Computer. (Only such candidates, who possess essential qualifications as on the last date of submission of online applications, need to apply.)

ii. **For the post of Personal Assistant** :- Graduate from a recognised University and having speed of not less than 100 w.p.m. in Shorthand (English) and 40 w.p.m. in Typewriting (English) on Computer with good working knowledge of Computer. (Only such candidates, who possess essential qualifications as on the last date of submission of online applications, need to apply.)

Notes :

(i) All the educational qualifications mentioned should be from a University/ Institution/ Board recognised by Govt. of India/ approved by Govt. Regulatory Bodies and the final result should have been declared on or before the closing date for receipt of online applications.

(ii) The candidates shall submit separate application for each post, i.e., SPA and PA along with the requisite fee for each application/post.

(iii) Since there is no vacancy under the General category for the post of Personal Assistant (PA), all clauses in this Vacancy Notice pertaining to the General category shall be applicable only to the post of Senior Personal Assistant (SPA).

(iv) No off-line application will be accepted/entertained.

(v) Date of Examinations will be intimated later. Candidates are advised to regularly visit the official website of Delhi High Court i.e. www.delhihighcourt.nic.in for updates.

III. Age Limit :

Applicant-Candidate's age should not be below 18 years and over 32 years as on 01.01.2026. Thus, the applicant should have been born not earlier than 02.01.1994 and not later than 01.01.2008. Candidates should note that Date of Birth as recorded in Matriculation / Secondary Examination Certificate / Mark-Sheet or an equivalent Certificate only will be accepted for determining the age eligibility and no subsequent request for its change will be considered/entertained.

Permissible relaxation in upper age limit for claiming age relaxation is as follows:

Category	Age-relaxation permissible beyond the upper age limit	Remarks
SC/ ST	5 years	
OBC-NCL	3 years	
PwBD - General/ EWS	10 years	There will be relaxation of age beyond the permissible upper age limit for Persons with benchmark disability (PwBD) having benchmark disability to the extent of 40% or above of the categories for which vacancy has been reserved as mentioned in this Notice.
PwBD - OBC	13 years	
PwBD - SC/ST	15 years	
Ex-Servicemen (ESM)	3 years	There will be a relaxation of age beyond the permissible upper age limit after deduction of the military service rendered from the actual age as on 01.01.2026. Further, Disabled Defence Services personnel will get relaxation in upper age limit up to 45 years (50 years in case of SC/ST).

There shall be no upper age limit for persons who are in regular service in this Court, subject to their fulfilling requisite educational qualification. However, this relaxation in upper age limit will not be applicable to the candidates who are working in other Govt. Departments, Public Sector Undertakings, Delhi District Courts, etc.

IV. Reservation :

(i) Consistent with maintenance of efficiency of Administration and subject to availability and orders passed by Hon'ble the Chief Justice from time to time, 15% post for Scheduled Castes, 7.5% post for Scheduled Tribes, 27% post for Other Backward Classes (Non-Creamy Layer), 10% post for Economically Weaker Section and 4% for Persons with benchmark disability on horizontal basis, shall be reserved for appointment through direct recruitment. There is no reservation of vacancies for Group 'A' & Group 'B' post for Ex-Servicemen.

(ii) Reservation benefits will be available to the SC/ST/EWS/PwBD category candidates in accordance with the extant Instructions / Orders / Circulars issued from time to time by the Govt. of NCT of Delhi/DOP&T, Govt. of India.

(iii) Candidates who wish to be considered against reserved vacancies or seek age-relaxation must be in possession of relevant valid certificates (SC/ST/OBC/EWS/Non-Creamy layer/PwBD etc.) issued by the Competent/Notified Authority on or before the cut off date i.e. 05.10.2026, otherwise their claim for any reserved category will not be entertained and their applications will be considered against Un-reserved (UR) category vacancies, if eligible otherwise. The candidate has to select that particular category when applying online for the Post. No request for change of Category will be entertained at any later stage.

(iv) OBC candidates who had been issued their caste certificates from outside Delhi and/or the caste of which they belong is not recognised as OBC in Delhi, will not be entitled for OBC reservation. Thus, OBC reservation benefit shall be given to only those candidates who are in possession of OBC Certificate issued by the Competent Authority of the Govt. of NCT of Delhi for the castes recognised/notified as OBC by the Government of NCT of Delhi. To further clarify, the Certificate(s) issued by the Competent Authority of the Govt. of NCT of Delhi for the caste(s) recognised/notified by the Government of India for appointment to the post reserved under the Government of India, will not be treated as a valid OBC Certificate. Candidates belonging to OBC category would also be required to submit the Non-Creamy Layer (NCL) Certificate issued from the Competent Authority of the Govt. of NCT of Delhi in case his/her Caste Certificate was issued in the previous financial year(s). Further, the said NCL Certificate should have been issued in current financial year 2026-2027, i.e., between 01.04.2026 and 31.03.2027 by the Competent Authority of Govt. of NCT of Delhi.

(v) Candidates may also note that their candidature will remain provisional until the veracity of the certificates/documents relating to the Educational Qualifications, Caste/Category, etc. is verified and found satisfactory by the Appointing Authority. Candidates are cautioned that they will be debarred from the examinations conducted by the Delhi High Court in case they fraudulently claim the status of SC/ST/OBC/EWS/PwBD/ESM, in addition to suitable legal action as per law.

(vi) Crucial date for claim of SC/ST/OBC/EWS/PwBD status etc. or any other benefit, viz., fee concession, reservation, etc., where not specified otherwise, will be the closing date for receipt of online applications.

(vii) The vacancies advertised under EWS category are as per the instructions issued by DoPT, Ministry of Personnel, Public Grievances & Pension, Govt. of India, vide O.M. No. 36039/1/2019-Estt(Res) dated 19.01.2019 and 31.01.2019. Only those candidates who possess the Income and Asset Certificate issued under the prescribed format by the authorities on the last date of submission of the application, shall be entitled for EWS Reservation. The appointment against EWS category shall be provisional and is subject to the Income and Asset Certificate being verified and if the verification reveals that the claim of belonging to EWS is fake/false, the services will be terminated forthwith without assigning any further reasons and without prejudice to such further action as may be taken under the provisions of the Bharatiya Nyaya Sanhita, for production of fake/false certificate.

(viii) Candidates belonging to Persons with benchmark disability (PwBD) category and suffering from disabilities, i.e., OL (One Leg), BL (Both Legs), LC (Leprosy Cured), Dw (Dwarfism), AAV (Acid Attack Victim), ASD (Autism Spectrum Disorder, {M= Mild, MoD=Moderate}), SLD (Specific Learning Disability), Mental Illness and Multiple disabilities amongst the persons having any disabilities mentioned hereinabove of **40% or more**, shall be eligible for relaxation of age and marks in **Main (Descriptive) Examination** as per their respective category only subject to fulfilling the required criteria thereof. Only such persons would be eligible for reservation under the quota reserved for Persons with benchmark disability, who suffer from **not less than 40%** of relevant disability mentioned above in this Notice. In other words, candidates belonging to PwBD category suffering from such disability for which no vacancy has been reserved, such candidates would not be entitled for any relaxation in **Marks, Exam Fee etc. on account of disability.** All such candidates would be governed by the criteria applicable to their respective category (i.e., General / SC / ST / OBC-NCL / EWS, as the case may be), in order to be shortlisted for the next stage of the Examination.

(ix) Candidates belonging to SC/ST/OBC-NCL/EWS/PwBD category, who are selected on the same standard as applied to General category candidates and who appear in the general merit list owing to their merit, would be treated as General candidates. However, when a relaxed standard is applied in selecting an SC/ST/OBC-NCL/EWS/PwBD candidate, for example, in the age limit, marks, etc., such SC/ST/OBC-NCL/EWS/PwBD candidates shall be counted against reserved vacancies only and they would not at all be considered against unreserved vacancies.

Note : **It is important to note that only such candidates would be considered for selection who would participate and qualify all stages of the examination including Typing as well as Shorthand Test as all the stages are required to be qualified individually by the candidates for the selection. No exemption shall be granted to any candidate including that of PwBD category from appearing in any stage of examination keeping in view the working conditions in this Court and nature of duties to be performed by the candidates so selected for**

the posts of SPA and PA. Therefore, there will be no provision for Scribe or compensatory time in any part/stage of examination for the PwBD candidates.

V. Mode of Selection :

1. For the Post of Senior Personal Assistant:-

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

Stage – I (Qualifying Stage)	
English Typing Test	Typing Test of ten (10) minutes' duration will be conducted on computers to assess candidates' minimum speed of 40 words per minute in English Typing on computer. The criterion of "characters with space" for calculating the typing speed will be adopted and **total number of mistakes permissible would be 3% of the total words typed.** Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).
Stage – II	
English Shorthand Tests **Total Marks – 120 Marks** **Total Time – 5 Minutes for Dictation and 45 Minutes for Transcription**	110 words per minute. The passage of 550 words will be dictated in five (5) minutes' duration. Candidates will get forty five (45) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage. **Total number of mistakes permissible would be 5% of the total words dictated, i.e., Twenty Seven and a half (27.5). Four (4) marks will be deducted for committing one full mistake each and Two (2) marks will be deducted for committing every half (½) mistake. Candidates committing Twenty Seven and a half (27.5) mistakes will get Ten (10) marks. Candidates committing more than 27.5 mistakes will be disqualified.** Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered. Only the successful/qualified candidates of Stage-II (English Shorthand Tests) will be called for the next stage of Examination, i.e., Stage-III ((Main –Descriptive Examination).

Stage – III	
Main (Descriptive) Examination **Total Marks – 100 Marks** **Total Time – 120 Minutes**	Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks). Minimum passing marks for General Category candidates will be 50% (i.e., 50 Marks out of 100 Marks) and for Reserved Category (including PwBD) candidates will be 45% (i.e., 45 Marks out of 100 Marks). Only the successful/qualified candidates of Stage-III ((Main –Descriptive Examination) will be called for the next stage of Examination, i.e., Stage-IV (Interview).
Stage – IV	
Interview Total Marks – 15 Marks	The Maximum marks for interview would be 15 marks and there will be no minimum qualifying marks in the interview.

2. **For the post of Personal Assistant:-**

Eligible candidates will be required to appear for English Typing Test, English Shorthand Tests, Main (Descriptive) Examination and Interview, as per the following Scheme of the Examination:

Stage – I (Qualifying Stage)	
English Typing Test	Typing Test of ten (10) minutes' duration will be conducted on computers to assess candidates' minimum speed of 40 words per minute in English Typing on computer. The criterion of "characters with space" for calculating the typing speed will be adopted and **total number of mistakes permissible would be 3% of the total words typed**. Only the successful/qualified candidates of Stage-I, i.e., English Typing Test will be called for the next stage of Examination, i.e., Stage – II (English Shorthand Tests).
Stage – II	
English Shorthand Tests **Total Marks – 110 Marks** **Total Time – 5 Minutes for**	100 words per minute. The passage of 500 words will be dictated in five (5) minutes' duration. Candidates will get forty five (45) minutes' duration to transcribe the dictated passage on computers. No extra time will be given for reading the passage.

Dictation and 45 Minutes for Transcription	**Total number of mistakes permissible would be 5 % of the total words dictated, i.e., Twenty Five (25). Four (4) marks will be deducted for committing one full mistake each and Two (2) marks will be deducted for committing every half (½) mistake. Candidates committing Twenty Five (25) mistakes will get ten (10) marks. Candidates committing more than 25 mistakes will be disqualified.** Each candidate will be given opportunity to appear in two shorthand dictation transcription tests and best of the two will be considered. Only the successful/qualified candidates of Stage-II (English Shorthand Tests) will be called for the next stage of Examination, i.e., Stage-III ((Main –Descriptive Examination).
Stage – III	
Main (Descriptive) Examination **Total Marks – 100 Marks** **Total Time – 120 Minutes**	Main (Descriptive) Examination of English language would consist of Essay (250 words – 40 Marks), Letter Writing (15 Marks), Grammar & Comprehension Passage (25 Marks) and Translation (from Hindi to English – 10 Marks & English to Hindi – 10 Marks). Minimum passing marks for Reserved Category (including PwBD) candidates will be 45% (i.e., 45 Marks out of 100 Marks). Only the successful/qualified candidates of Stage-III ((Main –Descriptive Examination) will be called for the next stage of Examination, i.e., Stage-IV (Interview).
Stage – IV	
Interview Total Marks – 15 Marks	The Maximum marks for interview would be 15 marks and there will be no minimum qualifying marks in the interview.

Notes:

The final select / merit list will be prepared by adding the marks secured by candidate(s) in Stage-II, i.e., English Shorthand Tests, Stage-III, i.e., Main (Descriptive) Examination and Stage-IV i.e., Interview, while Stage-I, i.e., English Typing Test is qualifying in nature.

The cases of tie of marks will be resolved by applying the following methods one after another:-

(i) Marks obtained in Stage-II, i.e., English Shorthand Tests.
(ii) Marks obtained in Stage – III, i.e., Main (Descriptive) Examination.
(iii) Marks obtained in Stage – IV, i.e., Interview.
(iv) Date of Birth, i.e., the candidate older in age gets preference over younger in age.

VI. Examination Fee:

(i) A non-refundable online fee of Rs.1500/- (Rupees One Thousand Five Hundred Only) along with applicable transaction charges will be payable by General/OBC-NCL/EWS candidates and Rs.1300/- (Rupees One Thousand Three Hundred Only) along with applicable transaction charges will be payable by the candidates belonging to the categories of SC/ST/Persons with benchmark disability suffering from OL (One Leg), BL (Both Legs), LC (Leprosy Cured), Dw (Dwarfism), AAV (Acid Attack Victim), ASD (Autism Spectrum Disorder, {M= Mild, MoD=Moderate}), SLD (Specific Learning Disability), Mental Illness and Multiple disabilities amongst the persons having any disabilities mentioned hereinabove of 40% or more.

(ii) Fee can be paid through UPI, Net Banking or by using Credit or Debit card.

(iii) It is clarified that the examination fee, once paid, shall not be refunded under any circumstances, nor will it be adjusted against any other examination or selection. Therefore, the candidates, before applying, should ensure that they are eligible for the post.

(iv) Application received without the prescribed fee shall not be considered and will be summarily rejected. No representation against such rejection will be entertained.

(v) The submission of candidate's application online would be considered successful only when he/she is able to generate the Confirmation Page of the application after payment of the prescribed fees.

(vi) For any payment related grievance(s), the candidate may contact the SBI on following helpline numbers/email for redressal :

Customer Support – 022-65361671, Email id- sbiepay@sbi.co.in

Nodal Officer – 022-20876121, Email id- agm3.aggregator@sbi.co.in

For any other query, kindly contact at: +91-7353014447.

VII. How to apply :

(i) The candidates shall register for online application using his/her email-ID and mobile number and note down system generated registration/application number for all future references.

(ii) Application Forms shall be filled up online by visiting the website of Delhi High Court, i.e., www.delhihighcourt.nic.in.

(iii) The candidates already in Government Service should intimate their Department/Office where they are serving and shall be required to produce "No Objection Certificate" at the stage of Document Verification/Interview, if declared successful in different stages of the Examination prior to the stage of Document Verification/Interview.

(iv) In the online Application Form, candidates are required to upload the scanned colour passport size photograph in JPEG format (100 KB to 200 KB). The photograph should not be more than three months old from the date of publication of the Notice of Examination. Image dimension of the photograph

should be about 3.5 cm (width) x 4.5cm (height). The photograph should be without cap/mask and spectacles.

(v) To upload photo, you must ensure that the photo has $3/4^{th}$ face coverage. This means that the face must cover at least 75% of the area in the photo. You must crop or take your photo to ensure it meets the required face coverage before uploading. You must also ensure that the photo is of good quality and that they are looking directly at the camera, keeping the alignment of the face proper, straight with both ear lobes visible.

(vi) If the proper photograph is not uploaded by a candidate, his/her candidature will be cancelled.

(vii) Capture of Live Photograph:-

a. Capture of live photograph shall be mandatory for submission of the application for any examination.
b. Candidates are required to capture a live photograph through webcam/mobile device and upload.
c. The live photograph should be captured in good lighting conditions and must clearly show the candidate's face.
d. Where a live photograph has already been captured and uploaded, the candidate may use the "View Photo" option to verify the uploaded image.
e. The live photograph captured during the application process should be matched with the passport-size photograph uploaded by the applicant. If a mismatch is detected between the two photographs, the applicant shall not be allowed to proceed further with the examination application process.

(viii) The candidates are required to upload their left hand thumb impression in JPEG format (50 KB to 200 KB). In case of any eventuality of left hand thumb unavailable, right hand thumb impression may be used.

(ix) Scanned signature are also required to be uploaded in JPEG format (50 KB- 150 KB). Applications with illegible/blurred signature will be rejected.

(x) Writing full name in Capital Letters would not be accepted as signatures and such applications will be rejected.

(xi) Last date and time for submission of online applications is 05.10.2026 (2300 hours).

(xii) Candidates are advised in their own interest to submit online applications much before the closing date and not to wait till the last date to avoid the possibility of disconnection/inability or failure to login to the Delhi High Court website on account of heavy load on the website during the closing days.

(xiii) Delhi High Court will not be responsible for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Delhi High Court.

(xiv) Before submission of the online application, candidates must check that they have filled correct details in each field of the form.

VIII. Date of Correction Window of Application Form Start from 12.10.2026 (1100 hours) to 14.10.2026 (2300 hours):

(i) After the closing date for receipt of online applications, a period of 03 (three) days will be provided to enable candidates to correct/modify online application particulars, wherein candidates will be allowed to re-submit applications after making requisite corrections/changes in the one-time registration/online application data as per their requirement. However, no modification shall be permitted in the fields relating to Name, Category, Date of Birth and Mobile Number. Hence, the candidates must be careful while entering their details.

(ii) A candidate will be allowed to correct and re-submit his modified/corrected application two times during the "Window for Application Form Correction" i.e. if he has made mistake in his updated application also, he will be allowed to re-submit one more modified/corrected application after making requisite corrections/modifications. No more corrections in the application form will be allowed under any circumstances.

(iii) Only those candidates will be allowed to make corrections in the application form, whose completed online applications along-with payment of requisite fee, have been received by the Delhi High Court within the specified period.

(iv) Latest modified application will be treated as the valid one and the previous application(s) submitted by such candidates will be cancelled.

(v) The candidates must ensure before submission of their application forms that the same are filled up correctly. No further request/excuse in this regard will be entertained thereafter and any deficiency/mistake made by the candidates in their application forms will be at their own risk and responsibility.

(vi) Delhi High Court will levy uniform correction charges of ₹200/- for making correction and re-submitting modified/corrected application for the first time and ₹500/- for making correction and re-submitting modified/ corrected application for the second time. The correction charges will be applicable to all candidates irrespective of their gender/category.

(vii) The correction charges can be paid only by online mode through UPI, Net Banking or by using Credit or Debit cards.

(viii) The correction charges once paid shall not be refunded under any circumstances, nor will it be adjusted against any other examination or selection.

(ix) Before submission of the corrected application, candidates must check that they have filled correct details in each field of the form. After expiry of "Window for Application Form Correction", no change/correction/modification will be allowed under any circumstances. Requests received in this regard in any form like Post, Fax, Email, by hand, etc. shall not be entertained by the Delhi High Court and will be summarily rejected.

IX. General Instructions :

(i) All instructions are to be complied with strictly by the candidates.

(ii) Delhi High Court reserves the right to alter the number of vacancies, modify examination process and fix the minimum cut-off marks without assigning any reason thereof.

(iii) The decision of the Delhi High Court shall be final in all matters relating to eligibility, acceptance or rejection of applications/candidature of any applicant, penalty for false information, mode of examination process, allotment of examination centres, selection and appointment to the post, etc.

(iv) The candidates are advised to go through the requisite requirements of educational qualification, age, reservation, relaxation, examination fee, etc. and satisfy themselves that they are eligible before applying. It is clarified that allowing any candidate to appear in the examination does not imply that the candidate's eligibility has been verified. The candidate's eligibility is subject to final verification by the competent authority. Hence, the candidate shall verify his/her eligibility before applying and shall be personally responsible in case he/she is not found eligible to apply as per the given eligibility criteria on the last date for submission of application form.

(v) The medium of Examination(s) shall be English language only.

(vi) The candidates must write their name, date of birth, Parent's/Spouse name strictly as given in the matriculation certificate, otherwise their candidature may be cancelled at the time of Document Verification/ any stage.

(vii) Candidates must fill their correct and active e-mail addresses and mobile numbers in the online application as correspondence may be made by the Delhi High Court through e-mail/SMS.

(viii) At every stage of examination, candidates must carry two same passport size colour photographs, which were uploaded in the online application form and one original Photo ID Proof such as Aadhaar Card/ printout of E-Aadhaar, Driving Licence, Voter ID Card, PAN Card, Identity Card issued by University/College/Government, Employer ID Card, ESM Discharge Book issued by MoD, or any photo bearing ID card issued by Central/State Government to the Examination Venue, failing which they will not be allowed to appear for the examination. If Photo Identity Card does not have the Date of Birth, then the candidate must carry an additional original certificate in proof of their Date of Birth.

(ix) No scrutiny of applications for the eligibility and other aspects will be undertaken at any of the stages prior to the stage of Document Verification/Interview. Therefore, the candidature of the candidates/applicants will be accepted only provisionally and will be subject to scrutiny at the stage of Document Verification. Copies of supporting documents will be sought at the time of Document Verification only from those candidates, who will be shortlisted for Interview. At the time of scrutiny of documents or at any later stage, if any claim made in the application is not found to be correct and/or substantiated by the documents in support, the candidature of such candidates shall stand cancelled/ rejected without any notice or further reference and this Court's decision shall be final and no further correspondence shall be entertained in this regard.

(x) As regards educational qualification, reservation, etc., candidates must fulfil the criteria on the last date of submission of online applications. Similarly, candidates belonging to Persons with benchmark disability (PwBD) category and suffering from disability of OL (One Leg), BL (Both Legs), LC (Leprosy Cured), Dw (Dwarfism), AAV (Acid Attack Victim), ASD (Autism Spectrum Disorder, {M= Mild, MoD=Moderate}), SLD (Specific Learning Disability), Mental Illness and Multiple disabilities amongst the persons having any disabilities mentioned hereinabove of 40% or more, the disability certificates should have been issued on or before the last date of submission of online applications.

(xi) Candidates must invariably produce and submit true copies of the documentary proofs with respect to date of birth, educational qualifications, residential address(es), reservation, disability, relaxation, NOC in case of candidates already in government service, etc. before the concerned Authority, whenever the same is demanded. Candidates belonging to SC/ST/OBC-NCL/EWS/PwBD/Ex-servicemen categories must also invariably produce and submit true copies of valid Caste Certificate and valid NCL Certificate (applicable in the case of OBC candidates only) and Valid Income Certificate issued by a Competent Authority (applicable in the case of EWS candidates only) before the Authority, whenever the same is demanded. Failure to produce valid Certificates or any of the documentary proofs and/or submit true copies thereof, at the relevant point of time, shall result in cancellation/rejection of the candidature and no further correspondence in this regard shall be entertained.

(xii) Candidate(s), who are subjects of Nepal, shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. Such candidates, if successful and appearing in the final select / merit list, will be given offer of appointment only if the necessary eligibility certificate has been issued to him / her by the Government of India.

(xiii) The Certificate of Disability issued as per relevant rules under the Rights of Persons with Disabilities (RPwD) Act, 2016 will be considered valid for the period specified therein.

(xiv) This Court reserves the right to cancel a part or entire process of examination due to administrative reasons and/or in case of unfair means, cheating or other irregularities/malpractice noticed by the Court.

(xv) If any candidate is found to be indulged at any stage of the Examination in any of the malpractices / irregularities {such as cheating, copying, impersonation; making false / untrue statements or suppressing material information, submitting forged / fabricated documents, etc.; leaving the examination venue uninformed; misbehaving; obstructing smooth conduct of the Examination; possession of written material on any paper, item or body parts; possession of electronic gadgets (including mobile, blue-tooth devices, smart watch, etc.) in any mode and fire arms / weapons; intimidating or threatening, assault, use of force, causing bodily harm, etc. to the Examination functionaries in any manner} prior to or during the conduct of the Examination or thereafter; obtaining support / influence for his/her candidature by any means; their candidature shall not only be rejected for this recruitment process, but he/she shall also be debarred for all times to come for any of the other recruitment processes conducted by High Court of Delhi, apart from legal action as per law.

(xvi) Candidate must disclose the details in the application forms if any criminal proceeding has been initiated against him/her or any FIR is lodged against him/her. Concealment of any fact(s) may disqualify and entail cancellation of his/her candidature.

(xvii) In case of fake/fabricated application/registration by misusing any dignitaries name/photo, such candidate/cyber cafe will be held responsible for the same and liable for suitable legal action under cyber/IT Act.

(xviii) The candidature of the candidate will be entirely provisional and mere issuance of Admit Card or appearance in Skill Test(s), Written Test and/or Interview shall not entitle him/her to raise any claim for appointment to the post of Senior Personal Assistant and Personal Assistant.

(xix) The candidates are advised to download the uploaded information/documents including Confirmation Page of the online application, application form, admit card, score card, etc. and keep the same with them for future references. **They should not send the printout of the online application form to the High Court of Delhi.**

(xx) There shall be no provision for re-evaluation/re-checking of the scores of any stage/Tier(s) of the examination. No correspondence in this regard shall be entertained.

(xxi) The schedule of examinations indicated in the Notice is tentative. Any Change in the schedule of examinations or any other information about the examination will be communicated to candidates only through the website of the Delhi High Court.

(xxii) No TA/DA will be payable to the candidates for appearing in Skill Test(s), Written Test and/or Interview.

(xxiii) While applying for the post, the applicants should bear in mind that the selected candidates will also have to work even at odd hours and on holidays, if so required.

(xxiv) The Duties and Responsibilities of the posts of Senior Personal Assistant and Personal Assistant are annexed herewith as Annexure-'A'.

(xxv) It is also notified that no correspondence (either by post, fax or by e-mail received in this Court) with respect to the change of date of examination, eligibility criteria of any category, permissible documentary proofs and after conduct of the examination, with respect to the expected date of declaration of result, conduct of interview, etc., will be entertained. For such purposes, candidates are advised to visit the Delhi High Court website i.e. www.delhihighcourt.nic.in under the link **Public Notice – Recruitment - Job Openings**, regularly for updates.

Sd/-
(ARUN BHARDWAJ)
REGISTRAR GENERAL

Date: 02.09.2026

Annexure-'A'

Duties and Responsibilities of 'Senior Personal Assistant' and 'Personal Assistant' of Delhi High Court

Senior Personal Assistant and Personal Assistant	a) To report in the office well in time; to maintain punctuality, discipline, decorum and professional conduct at all times; and to discharge official duties with utmost sincerity, diligence and devotion. b) To remain available at the assigned seat during office hours; not to leave the place of duty without obtaining the prior permission of the Hon'ble Judge or the Private Secretary concerned; and to wear the prescribed uniform, complete in all respects, while on duty. c) To take dictation of Court proceedings, orders, judgments and other official matters in Court, the Chamber or the residential office of the Hon'ble Judge, as directed by the Hon'ble Judge, and to transcribe the same accurately and expeditiously. d) To ensure that all transcribed or typed orders, judgments, and other documents are thoroughly checked for accuracy, completeness and correctness before being submitted or placed before the Hon'ble Judge. e) To ensure that all orders and judgments, after being signed by the Hon'ble Judge, are promptly authenticated, digitally signed wherever required, and uploaded or transferred to the designated server or official website; and to maintain a register recording the particulars of such uploads, including the case number, date of the order, date of upload/transfer and other relevant details. f) To provide all necessary assistance to the Private Secretary in the discharge of secretarial and administrative functions so as to ensure smooth functioning of the office / Court of the Hon'ble Judge and that no inconvenience is caused to the Hon'ble Judge. g) To discharge the duties and responsibilities of the Private Secretary during his/her absence or whenever so directed by the Hon'ble Judge. h) To scrutinize, maintain and keep in safe custody all administrative files, briefs, paper books, judicial records and personal files or papers of the Hon'ble Judge or the Officer concerned entrusted from time to time. i) To ensure the proper tagging, pagination and placement of signed orders and judgments in the relevant judicial case files wherever physical case-files are called to the Court. j) To coordinate with the Court Master, the Registry and other concerned Branches to facilitate the timely movement, production and availability of case records and other official files.

	k) To maintain absolute confidentiality in respect of judicial proceedings, draft judgments, official correspondence, confidential records and all other sensitive information that comes to his/her knowledge in the course of official duties. l) To ensure the secure handling and safe custody of electronic records, passwords, digital files, storage devices and other confidential official data entrusted to him/her. m) To prevent any unauthorized access, copying, downloading, transmission, disclosure, alteration or misuse of judicial records, official documents or electronic data. n) To upload, retrieve, process and manage official documents and judicial records through the electronic systems of the Court wherever authorized or as directed by the Hon'ble Judge or the Officer concerned. o) To liaise with the various Branches of the Registry for obtaining records, communicating judicial directions, processing administrative references and ensuring timely compliance with the orders and directions of the Hon'ble Judge or the Officer concerned. p) To receive, acknowledge, give proper receipt and maintain proper custody of all official documents, files, papers, records and other materials entrusted to him/her. q) To perform such other secretarial, judicial, administrative or ancillary duties as may be assigned by the Hon'ble Judge or the Private Secretary from time to time. r) To perform duties beyond normal office hours, on holidays, or at the residential office of the Hon'ble Judge, whenever so required in the interest of justice or for the efficient discharge of official work. s) To perform such other duties, tasks or responsibilities as may be assigned by the Hon'ble Judge or the Private Secretary from time to time as the duties and responsibilities enumerated herein are illustrative and inclusive, and not exhaustive.

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