

Examination Scheme for the posts of SENIOR PERSONAL ASSISTANT, PERSONAL ASSISTANT

S.No.	Name of post	<u>Tier-I</u> <u>I.e. MCQ</u>	<u>Tier-II</u> <u>I.e. Descriptive</u> <u>Test</u> <u>(English</u> <u>Language)</u>	<u>Tier-III</u> <u>I.e. Skill Test</u> <u>(English Language)</u>	<u>Tier-IV</u> <u>I.e. Interview</u>
1	Senior Personal Assistant (Post Code – 805/26)	Marks:- 90 MCQ- 90 Time-90 min	Marks: 75 Ques/Items- 03 Time-90 min	Shorthand test@ 110 wpm Typing test @ 40 wpm.	Marks: 10 (To be conducted and final merit list to be prepared by the Delhi District Courts itself)
	Personal Assistant (Post Code – 805/26)	Marks:- 90 MCQ- 90 Time-90 min	Marks: 75 Ques/Items- 03 Time-90 min	Shorthand test@ 100 wpm Typing test @ 40 wpm.	Marks: 10 (To be conducted and final merit list to be prepared by the Delhi District Courts itself)

For Tier – I (MCQ): The MCQ shall be taken for shortlisting candidates. A common list of shortlisted candidates for appearing in Tier-II examination will be prepared for both the posts i.e. Senior Personal Assistant and Personal Assistant. The No. of candidates to be called for descriptive test shall not be more than **25 times of the vacancies** advertised.

MCQ based on subjects:-

1. General English & Comprehension-	50 MCQ, 50 Marks
2. General knowledge (including current affair)-	20 MCQ, 20 Marks
3. General Intelligence-	20 MCQ, 20 Marks
Total	- 90 MCQ, 90 Marks

NOTE : - Language of examination for MCQ test will be English only.

For Tier-II (Descriptive Test) (English Language): Descriptive test shall be conducted for those candidates who have been shortlisted in Tier-I (MCQ Test). The No. of candidates to be called for skill test shall not be more than **10 times of the vacancies** advertised.

Descriptive Test of English Language based on:-

- Essay (250 words) - 30 Marks
- Grammar - 25 Marks
- Translation (20 words) - 20 Marks

NOTE : The Short listing of candidates for Skill tests for the post of Senior Personal Assistant and Personal Assistant will be done separately and Skill test for these posts will also be conducted separately.

Tier – III (Skill Test) for Senior Personal Assistant (English Language) : The skill test shall be qualifying in nature and candidates qualifying the skill test shall only be eligible for Interview i.e. Tier-IV exam.

- The passage of 550 words will be dictated in five (5) minutes duration.
- Candidates will get forty (40) minutes duration to transcribe the dictated passage on computer.
- No extra time will be given for reading the passage.
- Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty two (22).
- Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into consideration for short-listing the candidates for interview.

Tier – III (Skill Test) for Personal Assistant (English Language) : The skill test shall be qualifying in nature and candidates qualifying the skill test shall only be eligible for Interview i.e. Tier-IV exam.

- The passage of 500 words will be dictated in five (5) minutes duration.
- Candidates will get forty (40) minutes duration to transcribe the dictated passage on computer.
- No extra time will be given for reading the passage.
- Total number of mistakes permissible would be 4% of the total words dictated i.e. twenty (20).
- Each candidate will be given opportunity to appear in two shorthand dictation and transcription tests and best of the two will be considered and taken into consideration for short-listing the candidates for interview.

For Tier-IV (Interview) :

- **Tier-IV (Interview)-** There will be no minimum qualifying marks in the Tier-IV (Interview).
- The Interview shall be conducted by the Delhi District Courts, Tis Hazari, Delhi and final Merit List shall be prepared by the Delhi District Courts, Tis Hazari, Delhi itself on the basis of combined marks secured in Tier-II and Tier-IV.

Examination Scheme for the post of JUNIOR JUDICIAL ASSISTANT

1	Junior Judicial Assistant Post Code – 806/26	<u>Tier-I</u> <u>i.e. MCQ</u>	<u>Tier-II</u> <u>Le Descriptive</u> <u>Test (English</u> <u>Language)</u>	<u>Tier-III</u> <u>i.e. Skill Test</u> <u>(English Language)</u>	<u>Tier-IV</u> <u>i.e. Interview</u>								
		Marks:- 120 MCQ- 120 Time-120 min	Marks: 100 Ques/Items- 03 Time-120 min	Typing test @ 40 wpm.	Marks: 15 (To be conducted and final merit list to be prepared by the Delhi District Courts itself)								
<u>For Tier – I (MCQ):</u> The MCQ shall be taken for shortlisting candidates. The No. of candidates to be called for descriptive test shall not be more than 25 times of the vacancies advertised. MCQ based on subjects:- <table><tr><td>1. General English & Comprehension-</td><td>60 MCQ, 60 Marks</td></tr><tr><td>2. General knowledge (including current affair)-</td><td>30 MCQ, 30 Marks</td></tr><tr><td>3. General Intelligence-</td><td>30 MCQ, 30 Marks</td></tr><tr><td>Total</td><td>120 MCQ, 120 Marks</td></tr></table>						1. General English & Comprehension-	60 MCQ, 60 Marks	2. General knowledge (including current affair)-	30 MCQ, 30 Marks	3. General Intelligence-	30 MCQ, 30 Marks	Total	120 MCQ, 120 Marks
1. General English & Comprehension-	60 MCQ, 60 Marks												
2. General knowledge (including current affair)-	30 MCQ, 30 Marks												
3. General Intelligence-	30 MCQ, 30 Marks												
Total	120 MCQ, 120 Marks												

NOTE :- Language of examination for MCQ test will be English only. <u>For Tier-II (Descriptive) (English Language):</u> Descriptive test shall be conducted for those candidates who have been shortlisted in Tier-I (MCQ Test). The No. of candidates to be called for skill test shall not be more than 10 times of the vacancies advertised. Descriptive Test of English Language based on:- • Essay (300 words) - 50 Marks • Grammar - 30 Marks • Translation (25 words) - 20 Marks <u>For Tier – III (Skill Test) (English Language) :</u> The skill test shall be qualifying in nature and candidates qualifying the skill test shall only be eligible for Interview i.e. Tier-IV exam. <u>For Tier-IV (Interview) :</u> • Tier-IV (Interview)- There will be no minimum qualifying marks in the Tier-IV (Interview). • The Interview shall be conducted by the Delhi District Courts, Tis Hazari, Delhi and final Merit List shall be prepared by the Delhi District Courts, Tis Hazari, Delhi itself on the basis of combined marks secured in Tier-II and Tier-IV.

<u>Examination Scheme for the posts of PROCESS SERVER</u>													
1	Process Server Post Code – 807/26	<u>Tier-I</u> <u>I.e. Objective / MCQ</u> Marks:- 100 MCQ- 100 Time-120 min	<u>Tier-II</u> <u>I.e. Driving / Skill Test</u> • The Driving Test shall be qualifying only. • The Driving test shall be conducted in real traffic conditions.	<u>Tier-III</u> <u>I.e. Interview</u> Marks: 15 (To be conducted and final merit list to be prepared by the Delhi District Courts itself)									
		<u>For Tier – I (MCQ):</u> Objective / MCQ based on subjects:- <table> <tr> <td>1. English -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>2. Hindi -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>3. General Knowledge (Including Current Affairs) -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>4. Arithmetic -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>Total</td> <td>100 MCQ, 100 Marks</td> </tr> </table> • The No. of candidates to be called for skill test/driving test shall be maximum of 15 times of the total vacancies. • Duration of exam will be 120 Minutes and 160 Minutes for PwD Candidates. • Language of examination for Objective/MCQ test will be Bi-lingual i.e. English and Hindi except the questions of English Language and Hindi Language Papers.				1. English -	25 MCQ, 25 Marks	2. Hindi -	25 MCQ, 25 Marks	3. General Knowledge (Including Current Affairs) -	25 MCQ, 25 Marks	4. Arithmetic -	25 MCQ, 25 Marks
1. English -	25 MCQ, 25 Marks												
2. Hindi -	25 MCQ, 25 Marks												
3. General Knowledge (Including Current Affairs) -	25 MCQ, 25 Marks												
4. Arithmetic -	25 MCQ, 25 Marks												
Total	100 MCQ, 100 Marks												

<u>For Tier – II (DRIVING / SKILL TEST) :</u> • The Driving Test shall be qualifying only. • The Driving test shall be conducted in real traffic conditions. <u>For Tier – III (INTERVIEW) :</u> • Interview will be of 15 marks and will be conducted by O/o Ld. Principal District & Sessions Judge (HQs). • There will be no minimum qualifying marks in the interview. • The final selection of candidates will be on the basis of combined marks secured in objective/ MCQ Test i.e. Tier-I and interview i.e. Tier-III. • Ld. Principal District & Sessions Judge (HQs), Delhi reserves the right to modify or dispense with any stage of selection process.
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<u>Examination Scheme for the posts of PEON/ ORDERLY/ DAK PEON</u>													
1	Peon/Orderly/ Dak Peon Post Code – 808/26	<u>Tier-I</u> <u>I.e. Objective / MCQ</u>	<u>Tier-II</u> <u>I.e. Interview</u>										
		Marks:- 100 MCQ- 100 Time-120 min	Marks: 15 (To be conducted and final merit list to be prepared by the Delhi District Courts itself)										
<u>For Tier – I (MCQ):</u> Objective / MCQ based on subjects:- <table> <tr> <td>1. English -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>2. Hindi -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>3. General Knowledge (Including Current Affairs) -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>4. Arithmetic -</td> <td>25 MCQ, 25 Marks</td> </tr> <tr> <td>Total</td> <td>100 MCQ, 100 Marks</td> </tr> </table> • The No. of candidates to be called for Interview shall be maximum of 10 times of the total vacancies. • Duration of exam will be 120 Minutes and 160 Minutes for PwD Candidates. • Language of examination for Objective/MCQ test will be Bi-lingual i.e. English and Hindi except the questions of English Language and Hindi Language Papers. <u>For Tier – II (INTERVIEW) :</u> • Interview will be of 15 marks and will be conducted by O/o Ld. Principal District & Sessions Judge(HQs). • There will be no minimum qualifying marks in the interview. • The final selection of candidates will be on the basis of combined marks secured in objective/ MCQ Test i.e. Tier-I and interview i.e. Tier-II. • Ld. Principal District & Sessions Judge (HQs), Delhi reserves the right to modify or dispense with any stage of selection process.				1. English -	25 MCQ, 25 Marks	2. Hindi -	25 MCQ, 25 Marks	3. General Knowledge (Including Current Affairs) -	25 MCQ, 25 Marks	4. Arithmetic -	25 MCQ, 25 Marks	Total	100 MCQ, 100 Marks
1. English -	25 MCQ, 25 Marks												
2. Hindi -	25 MCQ, 25 Marks												
3. General Knowledge (Including Current Affairs) -	25 MCQ, 25 Marks												
4. Arithmetic -	25 MCQ, 25 Marks												
Total	100 MCQ, 100 Marks												