

**HIGH COURT OF DELHI : NEW DELHI**  
**(Establishment-I Branch)**

No. : 357/E-10/Estt.-I/DHC

Date : 27.05.2015

**CIRCULAR**

It is hereby circulated for information of the officials of this Court that it is proposed to fill up four vacant posts of Photocopy Machine Operator Grade-I in the Pay Band-1 of Rs. 5200-20200 plus Grade Pay of Rs. 2800/-.

The minimum qualifications and mode of appointment to the post of Photocopy Machine Operator Grade-I are given in the Delhi High Court Establishment (Appointment and Conditions of Service) Rules, 1972. The relevant portion of the Rules is reproduced below:

S. No.	Category of Post	Minimum Qualifications prescribed for appointment to the posts	Mode of appointment
24.	Photocopy Machine Operator Grade - I	For members of the Establishment of the High Court 3 years service in the category of 24A or 4 years combined service in categories 24A, 25, 27 and 28 mentioned in Schedule-I having proficiency in handling of Photocopy Machine.	By promotion from categories 24(A), 25, 27 and 28 mentioned in Schedule-I on the basis of seniority-cum-suitability.

(Note : Category 24 A – Photocopy Machine Operator Grade-II :

(Pay scale Rs. 5200-20200 + G.P. Rs. 2000/-)

Category 25- Deleted.

Category 27-Usher : (Pay scale Rs. 5200-20200 + G.P. Rs. 2400/-)

Category 28-Court Attendant : (Pay scale Rs. 5200-20200 + G.P. Rs. 2000/-)

The candidates who are having three years service as Photocopy Machine Operator Grade-II or four years combined service in the categories 24 A(Photocopy Machine Operator Grade-II), 27(Usher) and 28(Court Attendant) mentioned in Schedule-I and having proficiency in handling of Photocopy Machine and are desirous of being considered, may submit their applications, giving full particulars of their service, educational qualifications and experience in handling of Photocopy Machine as per format attached so as to reach the Establishment Branch of this Court on or before 06.06.2015..

Sd/-  
REGISTRAR(ESTT.)

Endst. No. : 11292-97/E-10/Estt.-I/DHC

Date : 27.05.2015

**Copy to:-**

1. The Registrar-cum-Secretary to Hon'ble the Chief Justice.
2. PAs to Registrar General/ Registrars, Delhi High Court, New Delhi .
3. All Joint Registrars/Deputy Registrars/Assistant Registrars/Admn. Officers (Judicial)/ Court Masters/Librarian/Private Secretaries-with the request that the staff attached with them and deputed at the residence of Hon'ble the Chief Justice/Hon'ble Judges as well as those who are on leave, may be informed about this circular.
4. The Assistant Registrar(Computer)-with the request to get the instant circular along with prescribed format uploaded on the website and intranet of this Court.
5. Notice Board.
6. Guard File.

  
ADMN.OFFICER(JUDL.) (ESTT.-I)

**APPLICATION FOR THE POST OF PHOTOCOPY MACHINE OPERATOR GRADE-I**

1. Name of the Official:  
(in Capital letters as mentioned in Service Book):
2. Employee Code:
3. Date of Birth:
4. Date of Joining services in Delhi High Court:
5. Initial Post to which appointed with Date:
6. Present Post held with Date:
7. Educational Qualification(s):  
(As recorded in Service Book)
8. Experience in handling of Photocopy Machine:
9. Any other relevant information:

Place :

Date :

Signature

Name of the Official

Designation :

Branch :

Mobile :

E-mail :