HIGH COURT OF DELHI AT NEW DELHI
(EXAMINATION BRANCH – NON JUDICIAL)

No.90/Exams-NJ/EC-3/DHC
Date : 14/10/26

NOTICE

It is notified for information of all concerned that Document Verification in respect of Despatch Rider-cum-Process Server (Open) Examination-2025, will be held as per the following schedule:-

Date and Time of Document Verification	Venue
24/10/26 at 11:00 AM	Room No.211, 2nd floor, Administrative Block, Delhi High Court.

IMPORTANT INSTRUCTIONS FOR CANDIDATES

The Candidate must bring all certificates/ testimonials, in original, and will have to submit one set of self-attested photocopies alongwith duly filled "Annexure-A" (as attached with notice).

(i) Proof of age (Date of birth certificate/ certificate of Matriculation or other equivalent document).

(ii) Certificate(s) / Degree(s) of all courses passed or attended commencing from Matriculation Examination onwards, as mentioned in your application form.

(iii) Residence Proof (Aadhaar, Voter ID Card, Passport, Domicile Certificate).

(iv) Driving Licence of light motor vehicles/ motor cycle.

(v) Certificate of 2 years unblemished experience.

(iv) Candidates already in Government Service should also submit "No Objection Certificate" as at Annexure-B.

Dalip Kumar Bajaj
(Deputy Registrar)
Examination Branch (Non-Judicial)

Annexure-'A'

HIGH COURT OF DELHI : NEW DELHI

Registrar General
Delhi High Court
New Delhi

Subject: List of Documents submitted at the time of Document Verification for Despatch Rider-cum-Process Server (Open) Examination-2025.

Sir,

I hereby submit self-attested photocopies of the following documents:-

Sr. No.	Particulars of Certificates and Documents	Certificate/Document no. and date of issue	Issuing Authority	Remarks
1.	10th Class Certificate			
2.	10th Class Mark-Sheet			
3.	12th Class Certificate / Diploma			
4.	12th Class Mark-Sheet			
5.	Graduation Degree/ Provisional Degree			
6.	Any Other qualification			
7.	Driving Licence of LMV/ motor cycle			
8.	Certificate of 2 years unblemished experience..			
9.	Residence Proof/Domicile Certificate (Present)			
10.	Residence Proof/Domicile Certificate (Permanent)			
11.	Caste Certificate (if applicable)			

12.	NCL Certificate (for OBC candidates)			
13.	Proof of Age (Date of Birth Certificate / Matriculation Certificate/ any other equivalent document)			
14.	No Objection Certificate, if any			
15.	Any Other Documents			
16.				
17.				

- Write N.A. in the Column, whichever is not applicable.

I hereby declare that copies of the abovesaid documents are true copies of their respective original(s).

Signature of Candidate:
Name of Candidate:
Roll No:
Mobile No:
Date:

FOR OFFICE USE ONLY

Original of the above-mentioned documents seen and returned to the Applicant/Candidate. Mention Discrepancy, if any.

1.

2.

3.

4.

5.

Sign:
Name of Officer/ Official:
Designation:
Date:

NO OBJECTION CERTIFICATE

Annexure-'B'

It is certified that Mr._____S/o _____ is working as_____in the Level_____of Pay Matrix (as per 7th pay commission) w.e.f._____. His duties are _____ in nature. This Department has no objection to his joining the post of Despatch Rider-cum-Process Server in Delhi High Court.

It is further certified that no Vigilance/Disciplinary Proceedings are either pending or under contemplation against Mr._____(Designation).

Sign:

Name:

Designation:

Stamp of the Head of Office:

Address of office: