



OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs), DELHI
NOTIFICATION

Sub: Schedule of Documents Verification for the post of Librarian (Post Code 823/24) in Delhi District Courts.

Consequent upon selection to the post of *Librarian (Post Code 823/24)* in *Delhi District Courts*, the selected candidates (tabulated below) are hereby directed to appear for *Documents Verification* as follows:

Date : 06.08.2026 (Thursday)
Reporting Time : 10:00 AM
Venue : Administration Branch - II (Central), Room No. 204, Second Floor,
Tis Hazari Courts, Delhi.

SL. NO.	ROLL NO.	NAME OF CANDIDATE	FATHER'S NAME	DATE OF BIRTH
1	248231202002505	CHETAN NEGI	MANMOHAN NEGI	30/11/1998
2	248231201002466	SHALU	BRIJPAL SINGH	23/04/1998
3	248231201001717	DEEPAK SINDHU	VIJENDER SINGH	28/06/2000
4	248231201000144	RISHU	MANOJ SINGH	01/01/2001
5	248231202001813	FARHEEN JAHAN	MOHD ASIM	08/07/2001
6	248231201000732	ASHISH	OMBIR	21/09/1997

Note: All Candidates are directed to strictly adhere to the Schedule.

Chandna

(Anju Bajaj Chandna)

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

No.: F.1/Librarian(R-2024)/Admn.-II (HQs)/2026/ 43808-816 Dated: 29 JUL 2026

Copy forwarded for information and necessary action to:

1. PS to the undersigned.
- ✓ 2. Dealing Assistant, Website Committee with the directions to upload the *Notification* on the Website under *Recruitments* Tab/Caption.
3. Concerned candidate for information and compliance *via e-mail*.
4. Branch-in-charge, Recruitment Cell, THC, Delhi.

Chandna

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

ATTESTATION FORM

WARNING : 1. The furnishing of false information or suppression of any factual information in the attestation form would be a disqualification and is likely to render the candidate unfit for employment under the Government.

2. If detained, arrested, prosecuted, bound down, fined, convicted, complaint / FIR lodged/filed, debarred, disqualified, rusticated, proceedings initiated, acquitted, etc. subsequent to the completion and submission of this form, the details should be communicated immediately to the authorities to whom the attestation form has been sent earlier, failing which, it will be deemed to be a suppression of factual information.

3. If the fact that false information has been furnished or that there has been suppression of any factual information in the attestation form comes to notice at any time during the service of a person, his/her services would be liable to be terminated.

AFFIX DULY
ATTESTED
PASSPORT
SIZE COLOUR
PHOTOGRAPH

1. Name in full (in block letters) with aliases, if any. (Please indicate, if you have added or dropped at any stage, any part of your name or surname.)	SURNAME	NAME
2. Present address in full (i.e. Village, Thana and District or House No., Lane/Street/Road and Town).		
3. Home Address in full (i.e. Village, Thana and District or House No., Lane/Street/Road, Town and Name of District Headquarters).		

4. (a) Particulars of places (with period of residence) where you have resided for more than one year at a time during the preceding five years:-

Period		Residential address in full (i.e. Village, Thana, District or House No., Lane/Street/Road and Town).	Name of the District Headquarters of the place mentioned in the preceding column.
From	To		

(b) In case of stay abroad, particulars of all places where you have resided after attaining the age of 21 years:-

Period		Name of country of stay abroad	Full address of stay abroad	Passport No. with date and place of issue.
From	To			

5.	Name	Nationality (also state by birth or domicile)	Place of Birth	Occupation (if employed, give designation and full official address)	Permanent Address	Present Address
i) Father (name in full, alias, if any.)						
ii) Mother						
iii) Spouse						
iv) Brother(s)						
v) Sister(s)						
vi) Son(s)						
vii) Daughter(s)						
viii) Father-In-Law & Mother-In-Law (If Dependent of Candidate)						

6. Nationality : _____

7. (a) Date of Birth (In Christian era) _____

(b) Present age : _____

(c) Age at Matriculation : _____

8. (a) Place of Birth, District and State in which situated : _____

(b) District and State to which you belong : _____

(c) District & State to which your father originally belongs : _____

9. (a) Your Religion: _____

(b) Are you a member of Scheduled Caste / Scheduled Tribe / Other Backward Class? If Yes, state Caste/Tribe/Class _____

(c)(i) Your marital status : _____

(ii) If married, have you more than one wife living? _____

(iii) If married, during the life time of your spouse, have you contracted another marriage? _____

(iv) If married, has your husband no other living wife, to the best of your knowledge? _____

(v) Have you contracted a marriage with a person who already has one wife or more living? _____

If answer to any of the above mentioned question is 'Yes', give full particulars thereof.

10. Educational qualifications showing places of education with years in Schools and Colleges from matriculation onwards:-

Name of School / College with full address	Year of Entering	Year of Leaving	Examination Passed

11. Are you holding or have any time held an appointment under the Central or State Govt. or a semi-Govt. or a Quasi government body, or an autonomous body, or a public undertaking, or a private firm, or institution? If so, give full particulars with dates of employment up-to-date:-

Period		Designation, emoluments and nature of employment	Full name and address of employer	Reason of leaving previous service
From	To			

12(i)(a)	Have you ever been arrested?	Yes/No
(b)	Have you ever been prosecuted?	Yes/No
(c)	Have you ever been kept under detention?	Yes/No
(d)	Have you ever been bound down?	Yes/No
(e)	Have you ever been fined by a Court of Law?	Yes/No
(f)	Have you ever been convicted by a Court of Law for any offence?	Yes/No
(g)	Have you ever been debarred from any examination or rusticated by any University or any other educational authority/institution?	Yes/No
(h)	Have you ever been debarred/disqualified by any Public Service Commission/Staff Selection Commission for any of its examination/selection?	Yes/No
(i)	Have you ever consumed any narcotic drugs/psychotropic substances or have you ever been investigated in relation to, charged with or convicted of any offence related to narcotic drug/psychotropic substances?	Yes/No
(j)	Whether any insolvency proceedings are pending against you or whether you have been declared an insolvent by any Court?	Yes/No
(k)	Has any case/proceedings relating to contravention of any rules ever been initiated against you or you have ever been found guilty of contravention of any Rules in any University or any other educational authority/institution?	Yes/No
(l)	Have you ever been discharged/expelled/withdrawn from any training institution under the Govt. or otherwise?	Yes/No
(m)	Whether you are aware that any complaint or any FIR has been lodged or filed with any law enforcement agency / Court / Tribunal wherein you have been named as an accused or are suspected to be an accused?	Yes/No
(n)	Whether any preliminary inquiry / interrogation investigation / by any law enforcement agency / Court / Tribunal has ever been initiated or is pending against you?	Yes/No
(o)	Whether any proceedings are pending against you in any Court for you being declared as a proclaimed offender or have you ever been declared a proclaimed offender by any Court?	Yes/No
(p)	Have you ever applied for or taken any bail/anticipatory bail from any Court?	Yes/No
(q)	Have any disciplinary proceedings ever been initiated against you or have you ever been suspended from your duties in relation to any such disciplinary proceedings?	Yes/No
(r)	Whether you are in default in relation to any debt or whether any recovery proceedings are pending against you in any Court/Tribunal/quasi-judicial authority?	Yes/No
(s)	Is any case pending against you in any Court of Law / University / Educational Authority, etc., at the time of filling up this Attestation Form?	Yes/No

- Notes: (i) Please also see the 'Warning' at the top of this Attestation Form.
- (ii) Specific answers to each of the questions should be given by striking out 'Yes' or 'No' as the case may be.
- (iii) If answer to any of the above mentioned questions is 'Yes', give full particulars of case/arrest/detention/fine/conviction/sentence/punishment, etc.
- (iv) Give any other information the disclosure of which may be relevant for the purpose of deciding upon your eligibility and/or suitability for the post you have applied for.

13. Name, address and contact number of two responsible persons of your locality or two references to whom you are known.	1.
	2.

I certify that the foregoing information is true, correct and complete to the best of my knowledge and belief. I am not aware of any circumstances which might impair my fitness for employment under Government. I understand that in the event of any of the information furnished being found incorrect after my appointment, I shall be liable to be terminated from service.

Date : _____

Signature of Candidate

Place : _____

Name of Candidate

Telephone / Mobile No.

IDENTITY CERTIFICATE

(Certificate to be signed by any one of the following)

- (i) Gazetted Officers of Central or State Government;
- (ii) Members of Parliament or State Legislature belonging to the Constituency where the candidate or his parent guardian is ordinarily resident;
- (iii) Sub-Divisional Magistrate/Officers;
- (iv) Tehsildars or Naib/Deputy Tehsildars authorized to exercise magisterial powers;
- (v) Post Masters;
- (vi) Block Development Officers;
- (vii) Panchayat Inspectors.

Certified that I have known Shri / Smt. / Km. _____

Son / Daughter of Shri _____ the last _____ years

_____ months and that to the best of my knowledge and belief, the particulars furnished by

him/her are correct.

Place : _____

Signature _____

Date : _____

Name _____

Designation or status with address _____
(Please also affix official seal)

TO BE FILLED BY THE OFFICE

- (i) Name, designation and full address
of the Appointing Authority _____
- (ii) Post for which the candidate is being considered _____

ANNEXURE-III

DECLARATION TO BE OBTAINED FROM THE NEW ENTRANTS
TO GOVERNMENT SERVICE

I, _____, S/o, D/o, W/o _____
Resident of _____ do hereby
declare as under:

- i) that I am unmarried/a widower/ a widow.
- ii) that I am married & have only one spouse living namely _____.
His/ her Date of Birth is _____.
- iii) that I have entered into or contracted a marriage with a person having a spouse
living. Application for grant of exemption is enclosed.
- iv) That I have entered into and contracted a marriage with another person during the
life time of my spouse. Application for grant of exemption is enclosed.

I solemnly affirm that the above declaration is true and I understand that in the event of the
declaration being found to be incorrect after my appointment, I shall be liable to be dismissed
from service.

DATED:
PLACE:

SIGNATURE: _____

Name: _____

Roll No.: _____

Mob. No. _____

e-mail: _____

* Please strike off clause/s not applicable.

ANNEXURE-IV

**DECLARATION / UNDERTAKING OF NEW ENTRANTS
TO GOVERNMENT SERVICE**

I, _____, S/o, D/o, W/o _____
Resident of _____ do hereby
firmly declare and undertake as under:

- i) that I have gone through the rules laid down in the Central Government Services Conduct Rules-1965; and Delhi District Courts Establishment (Appointment & Conditions of Service) Rules, 2012 and understood the same.
- ii) That any breach of these rules by me will render me liable for disciplinary action.

DATED:
PLACE:

SIGNATURE: _____

Name: _____

S/o,D/o,W/o _____

R/o _____

Roll No.: _____

Mob. No. _____

e-mail: _____

ANNEXURE-V

FORM OF AFFIDAVIT

(To be executed on non-judicial stamp paper of ₹10/- duly attested by Executive Magistrate or Notary Public)

I, (name), son/ daughter/ wife of Shri residing at Date of Birth, do hereby solemnly affirm and declare as under:

1. That I have been residing at the above-mentioned address w.e.f.....
2. That I am a citizen of India by birth/descent/registration/naturalization.
3. That I am not involved in any kind of criminal activity and have not been convicted by any court of Law in India for any offence.
4. That no proceedings in respect of any criminal offence are pending before any criminal court in India.

DEPONENT

VERIFICATION:

Verified at (place) on this (date) day of (month, year) that the contents of the above-mentioned affidavit are true and correct to my knowledge and nothing material has been concealed therefrom.

DEPONENT

ANNEXURE-VI

Form of Declaration / Undertaking - for OBC Candidates only
(in addition to the Community Certificate)

I, _____ Son/Daughter/Wife of Sh. _____ resident
of village/town/city _____ district _____ State _____ do
hereby declare that I belong to the _____ community which is recognised as a
backward class by the Government of Delhi for the purpose of reservation in services in
accordance with notification No.F.28(93)/91-92/SCST/P&S/4385-95 dated 20-01-1995 of
Government of Delhi. It is also declared that I do not belong to persons/sections (Creamy
Layer) mentioned in Column 3 of the Schedule in Department of Personnel and Training
Office Memorandum No.36012/22/93 –Estt. (SCT), dated 8/9/1993, which is modified vide
Department of Personnel and Training Office Memorandum No.36033/3/2004 Estt.(Res.)
dated 9/3/2004 and 36033/3/2004 Estt. (Res.) dated 14/10/2008.

I also declare that the condition of status/annual income for creamy layer of my
parents/guardian is within prescribed limits as on financial year ending on March 31, 2018.

Place:
Date:

Signature of the Candidate*

SIGNATURE: _____

Name: _____

Roll No.: _____

Mob. No. _____

e-mail: _____

****Declaration/undertaking not signed by Candidate will be rejected***

ANNEXURE-VII

Form of Affidavit - for General (*OBC outside Delhi Candidates only*)

FORM OF AFFIDAVIT

(To be executed on non-judicial stamp paper of ₹10/- duly attested by Executive Magistrate or Notary Public)

I, (name), son/ daughter/ wife of Shri residing at Date of Birth, do hereby solemnly affirm and declare as under:

1. That I am native resident of the aforesaid address.
2. That I had applied for the post of "*Librarian*" in Delhi District Courts under the category "*OBC (Outside Delhi)*" and I have been selected under "*Unreserved / General*" Category.
3. That I accept my appointment as '*Librarian*' in "*Unreserved/ General*" Category and declare that I will not claim any relaxation under OBC Category.

DEPONENT

VERIFICATION:

Verified at (*place*) on this (*date*) day of (*month, year*) that the contents of the paragraph No.1 to 3 of the aforesaid affidavit/undertaking are true and correct to my personal knowledge and no part of it is false and nothing material has been concealed therefrom.

DEPONENT

ANNEXURE-VIII

UNDERTAKING

I _____ S/o/D/o/W/o Sh. _____ R/o _____

_____ do hereby undertake that in case my Character & Antecedents are found not verified or I found medically unfit for the post of Librarian, the provisional appointment letter/order will be cancelled forthwith.

DATED:

PLACE:

SIGNATURE: _____

Name: _____

S/o,D/o,W/o _____

R/o _____

Roll No.: _____

Mob. No. _____

e-mail: _____

ANNEXURE-IX

Form of Affidavit - for OBC (Delhi) Candidates selected under "Unreserved/ General" Category

FORM OF AFFIDAVIT

(To be executed on non-judicial stamp paper of ₹10/- duly attested by Executive Magistrate or Notary Public)

I, (name), son/ daughter/ wife of Shri residing at Date of Birth, do hereby solemnly affirm and declare as under:

1. That I am native resident of the aforesaid address.
2. That I had applied for the post of "Librarian" in Delhi District Courts under the category "OBC (Delhi)" and I have been selected under "Unreserved / General" Category.
3. That I accept my appointment as 'Librarian' in "Unreserved / General" Category and declare that I will not claim any relaxation under OBC Category.

DEPONENT

VERIFICATION:

Verified at (place) on this (date) day of (month, year) that the contents of the paragraph No.1 to 3 of the aforesaid affidavit/undertaking are true and correct to my personal knowledge and no part of it is false and nothing material has been concealed therefrom.

DEPONENT

Instructions for the Candidates

1. The candidates are required to reach **Room No. 204, Second Floor, Tis Hazari Courts, Delhi** for 'Documents Verification (DV)' as per *Schedule*.
2. All the prescribed forms should be duly filled up in legible handwriting with **Blue Ballpoint Pen** only.
3. **03 sets of Attestation Form**, as provided to the Candidates are required to be furnished in '*verbatim*' duly attested by the **First Class Gazetted Officer** or any other competent authority as prescribed on Page No. 6 of Attestation Form.
Note:- If sufficient space is not available in any column of the Attestation Form, additional sheets may be annexed accordingly.
4. The Candidates who have ever resided or belong to '*State outside Delhi*' have to fill up **additional Attestation Form for each address of outside Delhi**. *All the attestation forms should be in verbatim and each set thereof should be attested by the same officer separately.*
5. The candidates will have to declare his/her **Hometown** in Clause No. 3 of Attestation Form.
6. The Candidates must ensure to specifically strike off/delete any of the clause/s not relevant or related to him/her in any of the annexures.
7. The Candidates have to submit '**One Set**' of *attested documents (i.e. two identity proofs, residential proof, academic/ professional documents, caste certificate etc.)*, which should be attested by a First Class Gazetted Officer or any other competent authority as prescribed on Page No. 6 of Attestation Form. In addition to that, bring one set of self-attested copy thereof.
8. The Candidates must declare all their qualifications (*Matriculation onwards*) **including the pursuing course**, if any, in Clause No. 10 of Attestation Form.
9. The Candidates must carry **5 Passport Size Photographs of which one Photo should be pasted (not stapled) in the center of a blank A4 Sheet** and **all the original testimonials** at the time of '*Document Verification*'.
10. All the documents must be arranged as under:
 - (a) Attestation Form.
 - (b) Undertakings/Annexures.
 - (c) Two Identity Proofs (Passport/PAN Card/Driving License/Election ID/Aadhar Card & Registration Certificate etc.).
 - (d) Residential Proof (Passport/ Electricity Bill/ Telephone Bill (Landline)/ Ration Card/ Bank Passbook/ Utility Bill/ Rent Agreement & other's).
 - (e) Passport size photo on blank A4 Sheet.
 - (f) Academic/Professional documents (*must be arranged Chronologically*).
 - (g) Caste/Disability Certificate, if applicable.
 - (h) Any other document/s.
11. The candidates who are **presently serving as Central/State Govt. Employees** have to submit '**NOC**' and copy of '**Joining Report**' of current department along with its complete details.