

HIGH COURT, MADRAS**NOTIFICATION NO.56/2018**

Applications are invited, in the prescribed format, from the qualified candidates, for filling up of the following posts, by direct recruitment, in the Madras High Court Service, as per the provisions of Madras High Court Service Rules, 2015 (hereinafter referred to as the Rules):-

SL. NO	NAME OF THE POST	SCALE OF PAY (Revised)	NO. OF VACANCIES
1	Personal Assistant to the Hon'ble Judges	Rs.56,100 – 1,77,500/- + Spl. Pay	71
2.	Personal Assistant (to the Registrars)	Rs.36,400 – 1,15,700/-	10
3.	Personal Clerk (to the Deputy Registrars)	Rs.20,600 – 65,500/-	1

Applicants are advised to read the detailed Notifications, instructions issued for filling up of applications, guidelines for remitting of examination fee, thoroughly prior to filling of applications for the posts and ensure that they fulfill all the requirements of eligibility.

1. DISTRIBUTION OF VACANCIES:-

- i) For the post of Personal Assistant to the Hon'ble Judges – 71 vacancies.

The category wise breaking details in respect of the vacancies are as follows:-

Sl. No.	Category	Sub Category	Total
1	General Turn	General - 11 Women - 5 G-PSTM - 3 W-PSTM - 1 Backlog - 1	21
2	Backward Class	General - 8 Women - 4 G-PSTM - 2 W-PSTM - 1 G-PH (Blind) - 1 G-PH(Mulda) - 1 Backlog - 1	18
3	BCM	General - 1 Women - 1 G-PSTM - 1	03
4	MBC	General - 7 Women - 4 G-PSTM - 2 W-PSTM - 1 Backlog - 3	17
5	SC (Arunthathiars)	General - 1	1
6	SC	General - 5 Women - 2 G-PSTM - 1 W-PSTM - 1 G-PH (Ortho) - 1	10
7	ST	General - 1	01
TOTAL			71

(ii) For the post of Personal Assistant (to the Registrars) – 10 vacancies.

The category wise breaking details in respect of vacancies are as follows:-

Sl. No.	Category	Sub Category	Total
1	General Turn	General - 1 G-PSTM - 1	2

2	Backward Class	General - 1 Women - 1 G-PSTM - 1	3
3	BCM	General - 1	1
4	MBC	General - 1 G-PSTM - 1	2
	SC	General - 1 Women - 1	2
TOTAL			10

(iii) For the post of Personal Clerk (to the Deputy Registrars) – 1 vacancy.

Sl.No.	Category	Sub Category	Total
1	MBC/DC	General	1

Note: The number of vacancies advertised are only approximate and are liable for modification including reduction with reference to vacancy position at any time before finalisation of selection.

2. AGE (as on 01.07.2018):-

- i. For reserved categories (SC/SCA/ST/MBC&DC/BC/BCM) : Must have attained the age of 18 years and must not have attained the age of 35 years.
- ii. In case of 'Others' : Must have attained the age of 18 years and must not have attained the age of 30 years.
- iii. In case of in-service candidates (In service candidate means Full member or approved probationer of the Madras High Court Service and Tamil Nadu Judicial Ministerial Service) : Must not have attained the age of 45 years.
- iv. For temporary candidates in the Government Service appointed under 10(a)(i). : Must not have attained the age of 40 years.
* Relaxation as per Section 61 of Tamil Nadu Govt. Servants (Conditions of Service) Act, 2016.

- In the case of discharged Government employee, who was discharged because of reduction in establishment or for any other reason but not as a disciplinary measure or a temporary Government employee, who has not completed forty years of age, the actual period of his service under the Government, whether continuous or non-continuous would be excluded in computing the age, mentioned above, in terms of Section 61 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016. Such candidates should enclose a Service Certificate, in the prescribed format, clearly mentioning the post served and the period of service put in by him, from the Head of the Department along with the application.
- The candidates from other States, i.e. other than Tamil Nadu and Puducherry, can compete only under ‘General category’ and they cannot seek age relaxation under any circumstances.
- The candidates who are unapproved probationers/temporary employees in the service of the Government of India or any of the State Governments should enclose “No Objection Certificate” from their Head of Office or Department in the prescribed format.

[Explanation: Candidates should not have born after **01.07.2000** and should not have born before:-

- a) **02.07.1988** (in case of “others”).
- b) **02.07.1983** (in case of SC/SCA/ST/MBC&DC/BC/BCM).
- c) **02.07.1973** (in case of in-service candidates).
- d) **02.07.1978** (in case of persons appointed under 10(a)(i)).

3. QUALIFICATION:-

Sl. No.	Name of the post	Qualifications	Desirability
1	Personal Assistant to the Hon’ble Judges	(i) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognized University in Indian Union in 10+2+3 or 11+1+ 3 pattern.	

		<p>(ii) Must have passed the Government Technical Examination in Shorthand and Typewriting in English - Higher/Senior Grade.</p> <p>(iii) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p>	<p>Having working knowledge in Computer or application of computer in the day-to-day functioning of Office.</p>
2	Personal Assistant (to the Registrars)	<p>(i) Any Bachelor Degree in Science, Arts, Commerce, Engineering, Medicine, or any other discipline of a recognized University, in Indian Union in 10+2+3 or 11+1+3 pattern.</p>	<p>Having working knowledge in Computer or application of computer in the day to day functioning of Office.</p>
3	Personal clerk (to the Deputy Registrars)	<p>(ii) Must have passed the Government Technical Examination in Shorthand and Typewriting in English and Tamil - Higher / Senior Grade.</p> <p>(iii) Must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education.</p>	

- The educational qualification prescribed for the post should have been obtained by acquiring the required and recognized qualification in the order of study viz., 10th Std/ SSLC + HSC or its equivalent + Bachelor's Degree as required under section 25 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016. The Results of the examination should have been declared prior to the issuance of this Notification.
- The candidates who do not possess the qualification mentioned in clause (iii) above viz., Certificate Course in Computer on Office Automation, may also apply for the said posts. If selected, they should acquire such qualification within the period of their probation. However, the candidate should possess sufficient working knowledge of computer in the day to day functioning of Office.

- Those who possess Degree (or) Diploma in Computer science (or) Computer Engineering as one of the subjects approved by the University Grants Commission/All India Council for Technical Education/Directorate of Technical Education (or an equivalent body) are exempted from passing the “Certificate Course in Computer on Office Automation” conducted by the Directorate of Technical Education.

DISQUALIFICATION FOR APPOINTMENT

No person shall be qualified for appointment to the Service or being in

Service:-

- (i) if more than one spouse living;
- (ii) if dismissed or removed from the services by Central Government or State Government or Statutory or Local authority or under any employment or if a candidate after being selected has been discharged from service during probation period or convicted of an offence involving moral turpitude or any such offence or who is or has been permanently debarred or disqualified by the High Court or the Union Public Service Commission or any State Public Service Commission from appearing for examinations/interview or selections.
- (iii) If, the Candidates who do not fulfil the eligibility criteria or attempts to take any favour in any form at any stage of Examination; or impersonation by or for the candidate/applicant; or making or submitting any forged document in support of his or her candidature; or if he or she conceals any material information or provides any false information at any stage of selection process; or if he or she uses or attempts to use, improper or illegal means, either for purpose of being permitted to appear in Examination or at any stage of Examination in Examination Room/Hall, or if he or she, during written examination harasses or threatens or uses unparliamentary words or causes physical injury to or misbehaves with any Officer or employee engaged there; or If he or she, disobeys any direction relating to Examination including oral directions by the invigilator or observer or any other officer or employee engaged for conducting Examination. Moreover, canvassing in any form will also be a disqualification. Similarly, any attempts on the part of a candidate to enlist support for his/her candidature or selection / appointment, through persons of influence or officers of Government / High Court will also disqualify him/her for appointment.

4.GENERAL INFORMATION:-

Section 27 of Tamil Nadu Government Servants (Conditions of Service) Act, 2016, dealing with “Reservation of appointments” shall apply for appointment to the posts to be filled up by direct recruitment.

5.FEE:-

- The fees for the post of **(i)** Personal Assistant to the Hon’ble Judges, **(ii)** Personal Assistant (to the Registrars) and **(iii)** Personal Clerk (to the Deputy Registrars):-

Sl. No.	Category	Fees
1	Others / UR / BC / BCM / MBC & DC	Rs.500/- for each post
2	SC (A) / SC and ST	Exempted

- The Fees should be paid only by **Demand Draft drawn in any Nationalised Bank** in favour of the **Registrar General, High Court of Madras, payable at Chennai.**
- Candidates should verify the correctness of particulars in the Demand Draft enclosed with their application and if the Demand Draft sent by them is found to be defective or invalid, their applications will run the risk of being rejected.
- Candidates should write their Name, Date of Birth and Mobile Number on the reverse of the Demand Draft.
- Fee once paid shall not be refunded under any circumstances and not exchangeable to other candidates after submission of application.;
- The Demand Draft should have been drawn on or after the date of publication of this Notification.
- The candidates willing to apply for three / two / post (s), shall send separate applications mentioning clearly the post applied for by paying separate fee therefor. Candidates shall avoid sending more number of applications for the same post.
- The applications submitted without specifying the POST APPLIED FOR will be rejected summarily and fee remitted, if any, therewith will not be refunded.
- Single application submitted mentioning that it is the application for all three / two posts, will be rejected summarily and fee remitted, if any, therewith will not be refunded.
- Applications submitted without self-attested Xerox copies of all the relevant certificates, will be rejected summarily.

6. PROCEDURE FOR SUBMISSION OF APPLICATION:-

The applications are to be submitted by both means viz., (a) through e-mail (soft copy) and (b) by Offline method (hard copy).

- The application form shall be downloaded from the Madras High Court website.
- The filled in application (soft copy) without annexure should be sent through e-mail at recruitment.mhc@gov.in on or before **02/05/2018**. **No acknowledgment will be issued with regard to the e-mails submitted once and the candidates are required to verify all the details mentioned in the application before sending the e-mail. NO FURTHER CORRESPONDENCE IN THIS REGARD WOULD BE ENTERTAINED** by e-mail.
- A print out of the Application submitted through e-mail shall be sent, along with required enclosures and the Demand Draft (if need be), by **Registered post** to the **Registrar General, High Court, Madras 600-104** and the same shall reach the office of the High Court, Madras 600 104, **on or before 04/05/2018, by 5.45.p.m.**
- Only one e-mail application shall be submitted by the applicant for each of the posts notified.
- Candidates shall submit their application by two means, viz. hard and soft copies. Omission of any one method will lead to rejection of application.
- The filled in application form received through e-mail will be accepted, only if the hard copy of the same should reach the Madras High Court on or before the last date. Otherwise, the application will be summarily rejected.
- If the filled in application form along with the enclosures reach the office without valid e-mail application, the same will be summarily rejected.
- Any variance / difference between the soft copy (e-mail filled in application) and the hard copy (filled-in application form) the application will be summarily rejected.
- The incomplete application without prescribed/required enclosures (in hard copy) and the applications received after the due date will be summarily rejected and no further communication/representation in this regard will be entertained. The High Court will not be responsible for the postal delays.
- No separate acknowledgement will be sent to the candidates, for the receipt of the applications received by post also.
- The Envelop containing the application form and all the enclosures should be endorsed on the top of the Envelop as “APPLICATION FOR THE POST OF Personal Assistant to the Hon’ble Judges/Personal Assistant (to the Registrars) /Personal Clerk (to the Deputy Registrars), (MENTION WHICHEVER IS RELEVANT).
- Candidates are advised to have a **valid Mobile Number / valid personal e-mail ID**. It should be kept active in the duration of the recruitment. No request for change of Mobile Number / e-mail ID will be entertained. High Court will send various intimations relating to the recruitment as **SMS/e-mail** only to the Mobile Number/e-mail ID registered at the time of submission of the application.
- Admit Cards containing Venue, Date and Time of the Test will be sent to the candidates through e-mail / sms.
- If the candidate does not mention his/her Mobile Number/e-mail ID, no other mode of intimation relating to the recruitment will be sent to the candidates. Such

candidates will have to visit the Madras High Court Website frequently for getting any information about this recruitment. Any failure on the part of the candidates to verify the updation is solely at their own risk.

- Before applying, the candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below:

For photograph, the size of the file should be between 50 KB with dimensions of 200 pixels height and 230 pixels width and for signature, it should be between 20 KB with dimensions of 140 pixels height and 60 pixels width. Candidates should import such scanned photograph and signature at the relevant portions earmarked in the application. Candidates should take care to import only good quality colour photographs. Selfie photographs shall be avoided. If the candidate cannot be identified from the photograph printed on the Admission Tickets, he/she will not be allowed to participate in the selection.

- The downloaded application should be filled up with the details and the same shall be named for easy reference as follows:-
 - a) <mobile number>_paj (if the application is for the post of Personal Assistant to the Hon'ble Judges (example: if the mobile number is 9000000000, the file should be saved as 9000000000_paj)
 - b) <mobile number>_par (if the application is for the post of Personal Assistant (to the Registrars) (example: if the mobile number is 9000000000, the file should be saved as 9000000000_par)
 - c) <mobile number>_pcdr (if the application is for the post of Personal Clerk (to the Deputy Registrars) (example: if the mobile number is 9000000000, the file should be saved as 9000000000_pcdr).

7. CENTRE FOR WRITTEN EXAMINATION, SKILL TEST & INTERVIEW:-

The Skill Test and Interview will be held only at Chennai.

8. MODE OF SELECTION:-

Candidates whose applications are found to be in order, in all respects, would be required to undergo **Skill Test** (Short-hand dictation) and Interview in the following manner:-

The candidates who qualified in the Skill Test, alone will be called for **Interview**

(A) SKILL TEST:- (for 100 marks)

Sl. No.	Name of the Post	Method of Skill Test	Marks
1	Personal Assistant to the Hon'ble Judges	(i) Taking down dictation of a Passage in English for 7 minutes @ 120 wpm. (Transcription time 45 minutes by typing in the computers and submitting the print out of the same). (55 mistakes permissible)	90 marks (for Transcription) (Minimum pass mark 35) + 10 Marks (for Shorthand outline) (Minimum pass mark 3.5) <u>Total 100 marks</u>
2.	Personal Assistant (to the Registrars) And	(i) Taking down dictation of a Passage in English for 7 minutes @ 120 wpm. (Transcription time 45 minutes by typing in the computers and submitting the print out of the same). (55 mistakes permissible)	90 marks (for Transcription) (Minimum pass mark 35) for each passage + 10 Marks (for Shorthand outline) (Minimum pass mark 3.5) for each passage
3	Personal Clerk (to the Deputy Registrars)	(ii) Taking down dictation of a Passage in Tamil for 7 minutes @ 90 wpm. (Transcription time 45 minutes by typing in the computers and submitting the print out of the same) (55 mistakes permissible) (Font – MCL Uzhavan)	(Minimum pass mark 3.5) for each passage <u>Total 100 marks</u>

(Tentative date for Skill Test for all the posts is 26.05.2018 or 02.06.2018)

(B) INTERVIEW:-

Sl. No.	Name of the Post	Interview Marks	Min. Pass Mark
1.	Personal Assistant to the Hon'ble Judges	15	5
2.	Personal Assistant (to the Registrars)	15	5
3	Personal Clerk (to the Deputy Registrars)	15	5

The object of interview is to assess the suitability of the candidate by judging the mental alertness, skills, attitude, ethics, power of communication, character and suitability.

(C)METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE SKILL TEST:-**ENGLISH:-****(i) Deduction of marks for Mistakes:**

Full Mistake - 1 Mark

Half Mistake - 0.5. Mark

Meaning of 'Full Mistake':

- (1) Wrong transcription of a word or words (each).
- (2) Omission of word other than article
- (3) Commission of word each
- (4) Failure to write letter separately from passage
- (5) Wrong spelling which conveys different meaning.

Meaning of 'Half Mistake':-

- (1) Spelling Mistakes
- (2) Interchange of article ('a' if 'the' is written)
- (3) Singular / Plural mistakes where it ends with 'is' or 'es'
- (4) Omission of a full stop.
- (5) Placement of a full stop in unwanted places
- (6) Capital letters not properly placed (in respect of proper nouns)
- (7) Tense mistakes (like 'did' instead of 'do' or 'doing', etc)
- (8) Omission of articles, addition of articles, inter-change of articles.

(ii) Mistakes which are ignored (for which no marks will be deducted):-

- (1) Failure to make out paragraph
- (2) Punctuation marks other than full stop.

TAMIL MISTAKES - DEDUCTION OF MARKS FOR MISTAKES**முழுப் பிழைகள்**

1. ஒரு சொல்லுக்குப் பதிலாக வேறொரு சொல்லை எழுதுதல்.
2. ஓரிடத்தில் ஒன்றுக்கு அல்லது ஒன்றிற்கு மேற்பட்ட தேவையற்ற சொற்களை எழுதுதல்.
3. பொருள் முற்றிலும் மாறுபடும் சொற்பிழைகள்.

அரைப் பிழைகள்

1. ஒருமை, பன்மை மாறுபடல்.
2. முற்றுப்பள்ளி போடாது இருப்பது தேவையில்லாத இடத்தில் போடுவது.
3. வேற்றுமை உருபு இருக்க வேண்டிய இடத்தில் இல்லாதிருப்பது, தேவையில்லாத இடத்தில் இருப்பது, மாறுபட்டு இருப்பது.
4. சொல்லின் கடைசியில் ஆ, ஏ, ஓ, சேர்க்கப்படுவது, விடப்படுவது.
5. பொருள் மாறுபடாத சொற்பிழைகள்.

கால் பிழைகள்

சந்திப் பிழை (எத்தனை சந்திப் பிழைகள் இருந்தாலும் பெருமமாக 12 கால் பிழைகள் அதாவது 3 முழுப்பிழைகள்) மட்டுமே குறிக்கப்பட்டு அவற்றிற்குரிய மதிப் பெண்கள் குறைக்கப்படும்.

- (D) (i) Common passage would be given for English Shorthand, for all the three posts.
(ii) Common passage would be given for Tamil Shorthand, for the posts of P.A. to the Registrars and Personal Clerk to the Deputy Registrar.

(E) The candidates who are qualified in the Skill Test as per the above said qualifying marks or cut off marks, as fixed by the High Court, over above the minimum qualifying marks, if need be, will alone be called for Interview.

The candidates who attend the interview and obtain the qualifying marks therein will alone be considered for final selection.

The final selection will be made based on the combined marks secured by the candidates in the Skill Test and the Interview and as per the communal roster.

Mere admission to the Skill Test / Interview or inclusion of name in the selection list will not confer on the candidates any right for appointment. The candidature is therefore, provisional at all stages and the High Court reserves the right to reject any candidature at any stage, even after the selection has been made when anything wrong or violation is noticed.

9. NATURE OF DUTIES:-

(a) For the post of P.A. to the Hon'ble Judges:-

- (i) Attending Courts and Hon'ble Judges' Residence Offices to take down shorthand dictation and transcribe the same with the aid of computer.
- (ii) Any other work as assigned by the Hon'ble Judges/Superiors.
- (iii) Duty hours may extend beyond normal working hours and also on holidays.

(b) For the post of P.A. to the Registrars:-

- (i) Taking down shorthand dictation and transcribe the same with the aid of Computer
- (ii) Doing secretary work.
- (iii) Any other work assigned by the Registrar.
- (iv) Duty hours may extend beyond normal working hours and also on holidays.

(c) For the post of P.C. to the Deputy Registrar:-

- (i) Taking down shorthand dictation and transcribe the same with the aid of Computer.
- (ii) Doing Secretary work.
- (iii) Any other work assigned by the Registry.
- (iv) Duty hours may extend beyond normal working hours and also on holidays.

10. LIST OF DOCUMENTS TO BE ENCLOSED ALONG WITH THE APPLICATION through post : (Original Certificates should not be enclosed)

1. Self-attested copy in proof of date of birth (Birth Certificate / TC /SSLC OR HSC Mark sheets or any other relevant documents).
2. Self-attested copy of Community Certificate.
3. Self-attested copies of Educational Qualifications. SSLC/HSC/Diploma/U.G./P.G.
4. Self-attested copies of Technical Qualifications.
5. Self-attested copies of Computer Qualification.
6. Evidence of PSTM Certificate.
7. Evidence of Previous Experience, if any, prescribed for the post advertised.
8. Self-attested copy of Gazette Notification, in case of change of name.
9. Self-attested copy of the document certifying the Character and Conduct of the candidate, issued by the Head of Institution in which the candidate last studied / studying. (Conduct Certificate / TC)
10. Disability Certificate in the format prescribed, in case of seeking reservation under the Disability Act.
11. Demand Draft for the payment of fee.

12. Self-attested copy of the 'No Objection Certificate' issued by the Head of Department, in the case of persons working in Government Department / Government Undertaking.
13. Evidence of extra-curricular activities, if any.

11. INSTRUCTIONS TO THE CANDIDATES:-

1. The number of vacancies advertised is only approximate and is liable for modification with reference to vacancy position at any time before finalization of selection, including reduction.
2. Dates of Skill Test in shorthand/typewriting test on computer and interview of shortlisted candidates shall be notified on the website of High Court of Madras and the candidate are requested to follow the website periodically.
3. Any request of the candidates for change of date, time or venue of skill Test / Interview will not be entertained.
4. The candidates are instructed to follow the website of the Madras High Court (www.hcmadras.nic.in) for updated information.
5. The details and enclosures submitted along with the application are treated as 'final'. No additional details and enclosures will be entertained thereafter. No extension of time would be permitted for production of requisite documents.
6. Mere admission to the Skill Test / Interview or inclusion of name in the selection list will not confer on the candidates any right for appointment. The candidature is therefore, provisional at all stages and the High Court reserves the right to reject any candidature at any stage, even after the selection has been made when anything wrong or violation is noticed.
7. Persons belonging to the State of Tamil Nadu and Union Territory of Puducherry and to one of the Communities viz. Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims) as the case may be, shall alone be treated as belonging to the respective communities.
8. Persons belonging to other States (i.e. except Tamil Nadu and Union Territory of Puducherry) shall not be treated as belonging to the Scheduled Caste or Scheduled Caste (Arunthathiyars) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims) even though they may belong to one of the reserved Communities.

9.The selected candidates for the posts of (i) Personal Assistant to the Hon'ble Judges and (ii) Personal Clerk (to the Deputy Registrars) will be posted at the Principal Seat at Madras (or) at Madurai Bench of the Madras High Court, Madurai and the selected candidates for the post of Personal Assistant (to the Registrars) will be posted at the Principal Seat at Madras (or) at Madurai Bench of the Madras High Court, Madurai (or) Tamil Nadu State Judicial Academy, Chennai (or) Regional Centre of Tamil Nadu State Judicial Academy, at Coimbatore (or) Regional Centre of Tamil Nadu State Judicial Academy at Madurai and are also liable to be transferred from one place to the other place at any time, depending on the administrative needs and exigencies.

10.The application of a candidate who makes a false claim, by suppressing materials information, relating to category of reservation, age, educational, technical qualification will be rejected. The Candidate will also be debarred from appearing for all future examinations and selections conducted by/for the Madras High Court. If the suppression or false claim is noticed subsequently, the selection of the candidate concerned will be declared invalid.

11.After notification, during the process of recruitment till publication of result, no information, under Right to Information Act, would be furnished.

12.In case of candidates applying for all the three posts, viz., (i).Personal Assistant to the Hon'ble Judges (ii).Personal Assistant (to the Registrars) (iii).Personal Clerk (to the Deputy Registrars), separate applications should be submitted for each of the posts and if they get qualified for final selection, as per merit and communal rotation, they have to exercise their option for appointment to any of the posts notified, immediately after publication of the final result. Failure to exercise the option will lead to cancellation of their candidature for the posts applied for, without any further information.

13.Candidates shall submit all their original certificates, for verification, whenever called for.

14. No Travelling Allowance will be paid to the candidates who are required to attend the Skill Test / Interview and candidates have to make their own arrangements in this regard.

15.The decision of the High Court of Madras in respect of all matters pertaining to this Recruitment Process, as to the eligibility or otherwise of a candidate for admission to the skill test, interview shall be fixed. No candidate, to whom the hall ticket, call letter has not been issued by the High Court, shall be admitted in the Examination hall.

16.Information sought with regard to details of marks awarded to the candidates in each and every stage, viz., Skill Test and Interview cannot be furnished till the finalization of the recruitment process.

17. Request for Revaluation and Retotalling will not be entertained. No candidate is permitted to peruse or obtain copies of the answer sheets till the finalization of the recruitment process.

18. If any dispute or question arises relating to the disqualification / suitability of the candidates or interpretation of the Rules, the decision of the Hon'ble the Chief Justice, High Court of Madras, shall be final.

19. Individual communication regarding the date and time of certificate verification, Skill test, interview will not be sent to the applicants by post. The details will be made available in the High Court official website. The applicants will be informed of the above facts only through SMS, e-mail and should watch the Madras High Court website in this regard.

20. If no suitable or qualified women candidates are available for selection against the vacancies reserved for them, those vacancies shall be filled by other eligible candidates belonging to the respective communal categories.

21. Wherever vacancies are reserved for Arunthathiyars on preferential basis, even after filling up of the vacancies reserved for SC (Arunthathiyars) on preferential basis, if more number of qualified Arunthathiyars are available, they shall be entitled to compete with the Scheduled Castes other than Arunthathiyars in the inter-se-merit among them and if any posts reserved for Arunthathiyars remain unfilled for want of adequate number of qualified applicants, it shall be filled up by Scheduled Castes other than Arunthathiyars.

22. As per Sections 26 and 27(g) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016, reservation of appointment of "Destitute Widow" and "Ex-Serviceman" will not apply to this recruitment.

23. Correct and true information regarding arrest, charges, convictions, named or described but name not specifically named in FIR, Accused in private complaints, dropped from charges or quashed by any Court of law / debarment / disqualification by any recruiting agency, criminal or any disciplinary proceedings initiated / pending or finalised, participation in agitation or any Political Organisation, candidature in election for Parliament / State Legislature / Local Bodies etc/Trade Union, if any, should also be furnished at the time of application i.e. the details thereof, originals of the judgment, order/ or G.O. dropping further action in Departmental proceedings or any document that may prove the suitability of such applicants for a Government appointment in such cases must be produced at the stage / time of certificate verification without fail. All information that relate to the suitability of the applicants for the appointment that acquires till the date of appointment shall be submitted in writing to the High Court.

24. Incomplete applications and applications containing wrong claims or incorrect particulars or suppression of material facts relating to category of reservation / other basic qualification / eligibility wise / age / communal categories / educational qualification / PSTM / physical qualification and other basic eligibility criteria will be liable for rejection.

12. RESERVATION FOR PERSONS WITH DISABILITIES:

The post of Personal Assistant to Hon'ble Judges has been identified as suitable for LV (low vision) / HH (Hard of hearing) / LD (Locomotor disability) [OL (one leg), BL (both legs)] / LC (Leprosy cured) / DF (Dwarfism) / AC (Acid attack victims). (without assistance of scribe but with assistive device).

The candidates claiming reservation under the Differently Abled category in terms of Rule of Reservation provided in the Tamil Nadu Government Servants (Condition of Service) Act, 2016 shall produce a certificate of physical fitness from the Medical Board / Authority concerned prescribed therein to the effect that his/her disability will not affect the effective discharge / functioning of the duties to the posts in which he/she has been selected and also satisfied the High Court that his/her disability will not affect the effective functioning of the duties of the post to which he/she has been selected.

The candidate claiming reservation under the disabilities act shall attend the Skill Test / Interview on their own without any assistance of scribe.

13. OTHER IMPORTANT INSTRUCTIONS:-

a. Candidates should ensure their eligibility for examination: The candidates applying for should ensure that they fulfil all eligibility conditions for admission to selection process. **Their admission to all stages of the selection process will be purely provisional.** Mere issue of memo of admission to the candidate for skill test / interview will not imply that his/her candidature has been fully accepted by the High Court.

b. Grievance redressal Cell for guidance of candidates: In case of any guidance / information / clarification of their applications, candidature, etc. candidates can contact the High Court of Madras at Telephone No.044 - 25330480 on all working days between 10.00 a.m. and 05.45 p.m.

14. CERTIFICATE OF PHYSICAL FITNESS:-

A candidate selected for appointment to the posts mentioned above will be required to produce a certificate of physical fitness from the competent authority, namely from Assistant Civil Surgeon attached to a Government Hospital.

15. LAST DATE FOR SUBMITTING APPLICATION

The Application through soft copy can be submitted upto 02.05.2018 and hard copy can be submitted upto 04.05.2018 till 5.45.p.m after which no application will be entertained.

HIGH COURT, MADRAS.
DATED: 04.04.2018.

REGISTRAR GENERAL.

ANNEXURE - I
'NO OBJECTION CERTIFICATE'

(To be issued by the Head of the Department in case the Candidate is in service/temporary in any Government Department/Government Undertaking)
(Ref.No.....dated.....).

IT IS CERTIFIED that Mr./Ms./Mrs.....
Son/Daughter of Mr.....is serving in this Office and the undersigned has 'No Objection', if he/she appears in the selection process for the posts called for by the High Court of Madras vide Notification No56./2018.

The service particulars of the Candidate are furnished hereunder:-

- 1.Department/Office where employed :
- 2.Date of initial appointment & Post :
- 3.Date of subsequent Promotions, if any :
- 4.Present Post held :
- 5.Total length of service :
- 6.Whether Probationer/Approved/Unapproved
Probationer/Ad-hoc/Consolidated Pay/Contract basis:
- 7.Present Pay Scale + Grade Pay :
- 8.Whether on deputation, give details of parent
Department and information about his lien etc., :
- 9.Lien retained on any Post, if yes, give details :
- 10.Whether any Departmental Proceedings is pending
or contemplated/to be initiated. :
- 11.If, any Punishment imposed? if yes, give details :
Whether the punishment is Minor/Major
- 12.Any other relevant information :

Place:

Date:

SIGNATURE OF THE AUTHORITY

Designation.....

Office seal.....

ANNUXURE-II

(PSTM Certificate to be issued by the Head of Institution)

This is certify that Thiru/Tmt/Selvi. (Name),has studied.....
(UG) during the year, from..... to.....in Tamil Medium, in this Institution.

This certificate is issued after verifying the course certificate / statement of Marks
/ Transfer Certificate. The candidate has / has not obtained scholarship for having studied
in Tamil Medium.

Date:

Place:

SIGNATURE OF THE HEAD OF THE INSTITUTION
WITH SEAL