



HIGH COURT OF MADRAS

NOTIFICATION No. 159 /2020

DATED: 27.12.2020

Date of Notification	27.12.2020
Last date for Registration, payment of Registration Fee, submission of Online Application and for remittance of Examination Fee (payments to be made only through online. No offline payment permitted)	03.02.2021

Applications are invited from eligible candidates **ONLY THROUGH ONLINE MODE** (<https://www.mhc.tn.gov.in>) for direct recruitment to the posts of **(i) PERSONAL ASSISTANT TO THE HONOURABLE JUDGES; (ii) PERSONAL ASSISTANT (TO THE REGISTRARS) AND (iii) PERSONAL CLERK (TO THE DEPUTY REGISTRARS)**, in the Madras High Court Service.

Note:-

(a)	Applications submitted through https://www.mhc.tn.gov.in <u>WILL ALONE</u> be accepted. Applications submitted through any other mode viz. by post, courier, RPAD, e-mail, hand delivery etc. will not be entertained under any circumstances or for any reason. No correspondence in this regard will be entertained, under any circumstances.
(b)	Before filling the online application, the applicants are advised to go through the 'Notification' and 'Common Instructions to candidates applying for the posts of Personal Assistant to the Honourable Judges, Personal Assistant (to the Registrars), and Personal Clerk (to the Deputy Registrars) , available in the Recruitment Portal of the High Court, Madras (https://www.mhc.tn.gov.in)
(c)	The candidates are advised to make use of ONLY DESKTOP or LAPTOP to apply for the post online and not to apply through smart phone or tab since the application module is compatible only for desktop or laptop.
(d)	It is mandatory for all categories of the applicants (including the fee exempted category candidates) to register their basic particulars, on payment of Rs.60/- (Rupees Sixty only) + applicable charges, towards registration fee for this recruitment and then should proceed to apply online for recruitment of the post notified in the Notification, by paying prescribed examination fee. However, exempted category of candidates need not pay the examination fee.
(e)	Mere Registering and paying registration fee alone will not be considered as an application for the Post. The Judicial Recruitment Cell, High Court,

	Madras will not be responsible for any consequences arising due to furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application for this recruitment.
(f)	If the candidate is found not eligible to apply for the post, during the selection process, he / she will be disqualified at any stage of the selection process

CAUTION

➤	All Recruitments by the Judicial Recruitment Cell, High Court, Madras are made purely on merit basis.
➤	The candidates, in their own interest, are cautioned against touts and agents who may indulge in cheating, by making false promises of securing appointment through unfair means.
➤	Judicial Recruitment Cell, High Court, Madras will not be responsible or liable for any loss that may be occasioned to any applicant, on account of indulging in such activity with such unscrupulous elements
➤	Candidates indulging in unfair means by approaching the Recruitment body either in person or through anyone will be disqualified from appointment
➤	Applicants are solely responsible for their claims in online application. They cannot blame the service providers like internet cafe/browsing centre/ Common Service centres for the mistakes made while applying online for recruitment. <u>Applicants are advised to check the filled in online applications before finally submitting the same.</u>

2. NUMBER OF VACANCIES AND PAY SCALE:

Sl. No.	Name of the post	Scale of Pay (Revised)	No. of vacancies
1	Personal Assistant to the Hon'ble Judges	Pay Level-22: Rs.56,100-1,77,500/- + Spl. Pay	66
2	Personal Assistant (to the Registrars)	Pay Level-16: Rs.36,400-1,15,700	8
3	Personal Clerk (to the Deputy Registrars)	Pay Level-10: Rs.20,600-65500	3

3. DISTRIBUTION OF VACANCIES:

See Annexure to this notification.

NOTE:

- (i) The number of vacancies advertised for the posts is only approximate and are liable for increase or decrease with reference to vacancy position at any point of time before finalisation of selection.
- (ii) The post of Personal Assistant to the Hon'ble Judges has been identified as suitable for **LV/HH, LD (OL, BL), LC, DF, AC**, as per G.O.(Ms) No.06, Welfare of Differently Abled Persons (DAP.3.2) Department, dated 21.3.2018.

[Abbreviations: GT - General Turn; BC - Backward Class; BC(M) - Backward Class (Muslim); MBC/DC - Most Backward Class / Denotified Community; SC – Scheduled Caste; SC(A) – Scheduled Caste (Arunthathiyars); W – Women; PSTM – Persons Studied in Tamil Medium; LV- Low Vision; HH-Hard of Hearing; LD – Locomotor Disability; OL-One Leg; BL-Both Legs; LC-Leprosy cured, DF-Dwarfism and AC-Acid Attack Victims].

4. QUALIFICATIONS:**(A) AGE (as on 01.07.2020) :**

Sl. No.	Category of Applicant	Minimum Age (should have completed)	Maximum Age (should not have completed)
1	For reserved categories i.e. SC/SC(A)/ST/ MBC&DC/BC/ BCM	18 years	35 years
2	For Others / Unreserved categories [i.e., Applicants not belonging to SC / SC(A) / ST / MBC & DC / BC and BCM] [Persons belonging to other States / Union Territories i.e. except the State of Tamil Nadu and the Union Territory of Puducherry, will be treated only as 'Unreserved category' candidates]	18 years	30 years
3	For In-Service candidates ["In-Service candidate" means – Fulltime member or approved / unapproved probationer of the Madras High Court Service or Tamil Nadu Judicial Ministerial Service or Puducherry Judicial Subordinate Service]	18 years	45 years
4	For the candidates serving in any post, as on the date of this Notification, as temporary employees in the Subordinate Courts in the	18	45

	<p>State of Tamil Nadu, either under Rule 10(a)(i) of the Tamil Nadu State and Subordinate Service Rules (presently, Section 17(1) of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016) or under Rule 16(a)(i) of the Tamil Nadu Judicial Ministerial Service Rules or as temporary employees in the Puducherry Judicial Subordinate Service.</p> <p>Note: If selected, they cannot claim any equity based on their such temporary employment.</p>		
--	---	--	--

Note: “Others” [i.e., Candidates not belonging to SCs, SC(A)s, STs, MBCs/DCs, BCs and BCMs] who have put in 5 years of service in the State / Central Government are not eligible even if they are within the age limit.

Explanation:-

	Candidates should not have been born after 01.07.2002 and should not have been born before:						
(i)		(a) 02.07.1985	(in case of reserved categories viz. SC / SC(A) / ST / MBC&DC / BC / BCM)				
		(b) 02.07.1990	(in case of ‘Others’ i.e., unreserved category candidates /Candidates from other States / Union Territories)				
		(c) 02.07.1975	(in case of ‘In-service’ candidates)				
(ii)	<p><u>However, the maximum age stated above is not applicable to the following category of candidates:</u></p> <table border="1" style="width: 100%;"> <tr> <td style="width: 15%; text-align: center;">(a)</td> <td> <p><u>For Differently Aabled Persons:</u> Persons with benchmark disability (i.e. The disability should not be less than 40%.) will be eligible for age concession upto ten years over and above the age limit prescribed, provided, they are found to be otherwise suitable. Such applicants should produce a certificate as laid down in G.O. (Ms) No. 28, Welfare of Differently-abled Persons (DAP 3.1) Department, dated 27.07.2018 and in accordance with the norms laid down by the Government of India in the Rights of Persons with Disabilities Rules, 2017.</p> </td> </tr> <tr> <td style="text-align: center;">(b)</td> <td> <p><u>For Ex-servicemen:</u> (a) The maximum age limit is 53 Years for the Ex-servicemen, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 1.7.2020 (b) The maximum age limit is 48 years for “others” (i.e.) Ex-servicemen, not belonging to any of the above said reserved categories, as on 1.7.2020. (Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016) [For definition of ‘Ex-Servicemen’, refer Para 3(g) of the ‘Instructions</p> </td> </tr> </table>			(a)	<p><u>For Differently Aabled Persons:</u> Persons with benchmark disability (i.e. The disability should not be less than 40%.) will be eligible for age concession upto ten years over and above the age limit prescribed, provided, they are found to be otherwise suitable. Such applicants should produce a certificate as laid down in G.O. (Ms) No. 28, Welfare of Differently-abled Persons (DAP 3.1) Department, dated 27.07.2018 and in accordance with the norms laid down by the Government of India in the Rights of Persons with Disabilities Rules, 2017.</p>	(b)	<p><u>For Ex-servicemen:</u> (a) The maximum age limit is 53 Years for the Ex-servicemen, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 1.7.2020 (b) The maximum age limit is 48 years for “others” (i.e.) Ex-servicemen, not belonging to any of the above said reserved categories, as on 1.7.2020. (Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016) [For definition of ‘Ex-Servicemen’, refer Para 3(g) of the ‘Instructions</p>
(a)	<p><u>For Differently Aabled Persons:</u> Persons with benchmark disability (i.e. The disability should not be less than 40%.) will be eligible for age concession upto ten years over and above the age limit prescribed, provided, they are found to be otherwise suitable. Such applicants should produce a certificate as laid down in G.O. (Ms) No. 28, Welfare of Differently-abled Persons (DAP 3.1) Department, dated 27.07.2018 and in accordance with the norms laid down by the Government of India in the Rights of Persons with Disabilities Rules, 2017.</p>						
(b)	<p><u>For Ex-servicemen:</u> (a) The maximum age limit is 53 Years for the Ex-servicemen, who belong to SC, SC(A), ST, MBC/DC, BC and BCM as on 1.7.2020 (b) The maximum age limit is 48 years for “others” (i.e.) Ex-servicemen, not belonging to any of the above said reserved categories, as on 1.7.2020. (Section 63 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016) [For definition of ‘Ex-Servicemen’, refer Para 3(g) of the ‘Instructions</p>						

	to candidates applying for the posts of Personal Assistant to the Honourable Judges, Personal Assistant (to the Registrars), and Personal Clerk (to the Deputy Registrars’]
(c)	<p><u>Discharged and serving temporary Government employees:</u> Discharged and serving temporary Government employees who have not completed 40 years of age as on 1.7.2020, are allowed to deduct from their age the actual period of service rendered under the Government (whether continuous or non-continuous) up to the date of the Notification.</p> <p><u>Explanation:</u> <i>A discharged State Government employee is a person who was in the employment of the State and was discharged because of reduction in establishment or for any other reason but not on a disciplinary proceeding. (Section 61 of the Tamil Nadu Government Servants (Conditions of Service) Act, 2016).</i></p>
(iii)	<p>The Persons belonging to the State of Tamil Nadu / Union Territory of Puducherry and belonging to one of the communities viz., Scheduled Caste or Scheduled Caste (Arunthathiar) or Scheduled Tribe or Most Backward Classes & Denotified Communities or Backward Classes and Backward Classes (Muslims), as the case may be, will alone be treated as belonging to the respective communities. The Persons belonging to other States / Union Territories (i.e. except the State of Tamil Nadu and Union Territory of Puducherry) will be treated only as ‘Unreserved Category’, even though they may belong to one of the reserved communities in their respective States or Union Territories. Therefore, they cannot seek either age relaxation or reservation in appointment or fee concession, under any circumstances. They are required to fill up their category as “Unreserved Category (UR)” in the application form and can compete only under “Unreserved Category (UR)”, by paying requisite fee. Applications of other State / other Union Territory candidates i.e. except the State of Tamil Nadu and Union Territory of Puducherry, who have applied by citing their communal status in their respective States / Union Territories and without paying prescribed fee and who are age barred (if they have completed 30 years of age as on 1.7.2020) will be summarily rejected and no correspondence in this regard will be entertained.</p>
(iv)	<p>The applicants who are full time members or approved / unapproved probationers in the Madras High Court Service or Tamil Nadu Judicial Ministerial Service or Puducherry Judicial Subordinate Service or State/Central Government Service should obtain “No Objection Certificate” from their Head of Department / Appointing Authority, as prescribed in Annexure-B of the Instructions to candidates applying for the posts of Personal Assistant to the Honourable Judges, Personal Assistant (to the Registrars) and Personal Clerk (to the Deputy Registrars), subsequent to this Notification and shall produce the same whenever called for. Failure to produce the ‘No Objection Certificate’, when called for, will lead to rejection of their candidature. However, such candidates need not submit their applications through proper channel. They can submit their on-line applications directly, after duly informing their Head of Department / Appointing Authority in writing.</p>

(B). EDUCATIONAL AND TECHNICAL QUALIFICATIONS:

Sl. No.	Name of the Post	Educational Qualifications required	Typewriting and Shorthand Qualifications required	Other Technical Qualifications required
(i)	Personal Assistant to the Hon'ble Judges	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	Candidates must have passed the Government Technical Examination in Shorthand and Typewriting in English – Higher/Senior Grade. (i.e. 120 words per minute in respect of Shorthand English and 45 words per minute in respect of Typewriting English)	Candidates must have passed the Certificate Course in Computer on Office Automation conducted by the Directorate of Technical Education. Note: (a) The candidates who do not possess the Certificate Course in Computer on Office Automation, may also apply for the said post. 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. (b) 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.
(ii)	Personal Assistant (to the Registrars)		Candidates must have passed the Government Technical Examination in Shorthand and Typewriting in English and Tamil – Higher/Senior Grade (i.e. 120 words per minute in respect of Shorthand English; 90 words per minute in respect of Shorthand Tamil and 45 words per minute in respect of Typewriting English and Tamil)	
(iii)	Personal Clerk (to the Deputy Registrars)	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		

- The available Tamil Nadu Government Orders with regard to equivalence / non-equivalence of various educational / technical qualifications are made available in the Recruitment Portal of the Madras High Court. Therefore, in case of any doubt, the candidates are advised to go through the said Government Orders or any other relevant Tamil Nadu Government Order and while applying, should furnish the details of Equivalence of Educational / Technical Qualification declared in the form of Government Orders issued on or before the date of this Notification and produce the same, whenever called for. The Government Orders issued regarding Equivalence of prescribed qualification after the date of this Notification will not be accepted. The claims of the applicants, without submitting the supporting Government Order with regard to equivalence of their educational / technical qualification, will not be entertained under any circumstances.

5. EXAMINATION FEE:-

Sl. No.	Category	Amount
1	BC/BCM/MBC&DC/Others/UR	Rs.1000/- for each post
2	Scheduled Castes and Scheduled Tribes	Total Exemption
3	Differently Abled Persons and Destitute Widows of all castes	Total Exemption

Note:

1	Persons claiming age and Fee concession referred to above and other claims including communal Reservation made in the application, shall possess valid certificates issued by the Competent Authority on the date of Notification and shall upload the same along with their online application. The applications of the candidates who have not uploaded such certificates will be summarily rejected. They shall also submit the originals of such certificates, for verification, as and when called for. Otherwise, their applications will be rejected at any stage of selection and no correspondence in this regard will be entertained.
2	The application of the candidate who makes false claim for fee concession, reservation and age relaxation will be rejected at any stage of selection.
3	The fees once paid neither will be refunded to the applicants under any circumstances nor adjusted towards any other selection.

6. MODE OF SELECTION:-

The selection of candidates will be based on (I) Common Written Examination; (II) Skill Test and (III) Oral Test in the following manner:

(I)	<u>COMMON WRITTEN EXAMINATION:</u> <u>(Maximum Marks: 100 - Duration: 120 Minutes)</u> <u>(Minimum Qualifying Marks: 35)</u>	
	A common written examination in English will be conducted for all the posts – Both in Objective Type (for 25 marks) and in Descriptive Type (for 75 marks). No negative marks.	
	<u>Syllabus: (Degree Standard)</u>	
	(i) Grammar (ii) Word, Phrases, Synonyms, Antonyms (iii) Essay Writing on general topics (iv) Precise writing (v) Letter writing (vi) Elaboration (vii) Make your own sentence	
(II)	<u>Note:</u>	
	(i)	The marks obtained in the common written examination will be only qualifying in nature and the same will not be counted for determining the final order of selection of the candidates
	(ii)	All the candidates qualified in the Common Written Examination will be called for Skill Test for the post applied for.
	(iii)	Any representation from candidates for changing the dates of examination / selection process, change of examination centre, for relaxation of conditions mentioned in the advertisement or exam related direction or guidelines or minimum marks or qualification / requirement etc. or for revaluation / re-totalling will not be entertained, under any circumstances.
<u>SKILL TEST IN ENGLISH SHORTHAND - FOR ALL THE POSTS:</u>		
(II)	<u>ENGLISH SHORTHAND TEST</u> <u>(Maximum Marks: 100 (Minimum qualifying marks: 38.5):</u>	
	Method of Skill Test	Marks (Total: 100 marks)
	(a) 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 printout of the same).	90 Marks (for Transcription) (Minimum pass mark: 35) + 10 Marks (for shorthand outline) (Minimum pass mark: 3.5)

METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN THE ENGLISH SHORTHAND TEST:-

(i) Deduction of marks for Mistakes:

- (a) Full Mistake - 1 Mark
(b) 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 (However, continuous omission, articles will be treated as individual words only)
(3) Commission of word (each)
(4) 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.

SKILL TEST IN TAMIL SHORTHAND [THIS TEST IS IN ADDITION TO THE SKILL TEST IN ENGLISH SHORTHAND FOR THE CANDIDATES APPLYING FOR THE POSTS OF PERSONAL ASSISTANT (TO THE REGISTRARS) AND PERSONAL CLERK (TO THE DEPUTY REGISTRARS)]

(b)

Method of Skill Test	Marks (Total: 100 marks)
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 printout of the same).	90 Marks (for Transcription) (Minimum pass mark: 35) + 10 Marks (for shorthand outline) (Minimum pass mark 3.5)

**METHOD OF EVALUATION OF TRANSCRIBED PAPERS IN
THE TAMIL SHORTHAND TEST:**

முழுப் பிழைகள்

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

அரைப் பிழைகள்

1. ஒருமை / பன்மை மாறுபடல்.
2. முற்றுப்புள்ளி 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 மதிப்பெண்கள் குறைக்கப்படும்)

Note:

- For the candidates applying only for the post of Personal Assistant to the Hon'ble Judges and who got qualified in the Common Written Examination, the skill test in the English Shorthand will be conducted, as stated above.
- The candidates who have applied for all the posts or for the post of Personal Assistant (to the Registrars) and/or Personal Clerk (to the Deputy Registrars) and who got qualified in the Common Written Examination, the Skill Test in the English Shorthand and Skill Test in the Tamil Shorthand will be conducted, as stated above.
- To get qualified to be shortlisted for Oral Test for the posts of Personal Assistant (to the Registrars) and Personal Clerk (to the Deputy Registrars), the candidates should get qualified in the skill test for English Shorthand as well as in the skill test for Tamil Shorthand.
- In case of candidates who have applied for the post of Personal Assistant to the Hon'ble Judges along with the posts of Personal Assistant (to the Registrars) and/or Personal Clerk (to the Deputy Registrars) and who got qualified in the Common Written Examination and appeared for skill test for English Shorthand and skill test for Tamil Shorthand, if they qualify only in the English Shorthand and not qualified in the skill test for Tamil Shorthand, their names will be considered for shortlisting for Oral Test only

	<p>for the post of Personal Assistant to the Hon'ble Judges, based on merit and following the rule of reservation.</p> <ul style="list-style-type: none"> ➤ In all the Shorthand tests, the candidate should pass in Transcription and outline parts separately. Only the candidates, who are qualified in the Transcription and Outline Parts in the shorthand test will alone be considered qualified in the respective shorthand test so as to be considered for shortlisting for Oral Test based on merit and following the rule of reservation. ➤ For Oral Test, the candidates will be shortlisted as per merit based on the marks secured by them in the Skill Test, from among the qualified candidates in the respective Skill Test, in the ratio of 1:2 or 1:3 or such number as may be decided by the Judicial Recruitment Cell, High Court, Madras with reference to the number of vacancies, following the rule of reservation. Therefore, mere securing the minimum qualifying marks in the Skill Test will not confer any right on the candidate to get qualified for Oral Test. <p><u>Explanation:</u></p> <p><i>If the number of vacancies notified to be filled by anyone or more of the Reservation Groups viz. Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn is five and above, the number of candidates to be admitted to the Oral Test will be two times the number of vacancies.</i></p> <p><i>If the number of vacancies notified to be filled by anyone or more of the Reservation Groups viz. Scheduled Castes, Scheduled Caste (Arunthathiyars), Scheduled Tribes, Most Backward Classes / Denotified Communities, Backward Classes (other than Muslim) or Backward Classes (Muslim) or General Turn is four and below, the number of candidates to be admitted to the Oral Test will be three times the number of vacancies.</i></p> <p><i>However, in each reservation group, all the candidates, who secure the same mark as that of the cut-off mark for their reservation group, will be admitted to the Oral Test. Therefore, mere securing the minimum qualifying mark in the Practical Test will not confer any right on the candidate to get qualified for the Oral Test.</i></p>
(III)	<p style="text-align: center;"><u>ORAL TEST:</u></p> <p><u>(Maximum Marks: 15) (Minimum qualifying marks: 6)</u></p> <p>The object of Oral Test is to assess the suitability of the candidates by judging their language skills, vocabulary, mental alertness, skills, attitude, ethics, character; grasping power, expertise in computer skills etc.</p> <p>[In the Oral Test, the outstanding and meritorious record of candidates in Sports, Athletics, NCC, NSS, ACC, Scouts and Guides and Literary activities of the candidates besides his/her general</p>

	<p>physique, aptitude, flair for expression, grasp of General Knowledge etc. will also be taken into account. If the candidate is an ‘In-service candidate’ or in the service of the State or Central Government or in the Government Aided Institutions or the Quasi Government Organizations, his personal file or record sheet or any other record showing his work and conduct will also be taken into account. Further, the services rendered in the defence forces will be considered as an additional qualification]</p>
--	--

7. PREPARATION OF SELECTION LIST:

Final selection of candidates will be made on the basis of combined marks secured by the candidates in the Skill Test and Oral Test, as per merit, by following the rule of reservation.

In case of candidates who have applied for all the posts/more than one post notified, if they are selected for all/more than one post (as per merit and communal roster), their selection will be considered for the posts applied for by them in the order of posts notified above viz. (i) for the post of Personal Assistant to the Hon’ble Judges, (ii) for the post of Personal Assistant (to the Registrars) and (iii) for the post of Personal Clerk (to the Deputy Registrars) i.e. from the post carrying higher pay band to the post carrying lower pay band.

However, in case of two or more candidates scoring equal marks, in any category, the candidate senior in age will be placed above in the merit list.

8. NATURE OF DUTIES:-

(a) The selected candidates for the post of Personal Assistant to the Hon’ble Judges shall:

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

(b) The selected candidates for the posts of Personal Assistant (to the Registrars) / Personal Clerk (to the Deputy Registrars) shall:

- (i) Attend the Chambers of the Registrars/Deputy Registrars concerned and will be responsible for the maintenance of all files/correspondences from and to the Registrars/Deputy Registrars concerned and to take down shorthand dictation and transcribe the same with the aid of computers;
- (ii) to take down shorthand dictation / record the disciplinary proceedings;
- (iii) attend any other work assigned by the Superiors.
- (iv) Duty hours may extend beyond normal working hours and also on holidays.

9.PLACE OF POSTING:

The selected candidates will be posted either at the principal seat of High Court, Madras at Chennai or at the Madurai Bench of Madras High Court, Madurai and are also liable to be transferred from one place to other at any time, depending on the administrative needs and exigencies.

10. EXAMINATION CENTRES:

(a) Written Examination, Skill Test and Oral Test will be conducted at Chennai and / or any other place as may be decided by the Judicial Recruitment Cell, High Court, Madras. Request for change of venue will not be entertained under any circumstances.

(b) No TA/DA will be paid to the candidates to appear for the Common Written Examination / Skill Test / Oral Test.

11. INSTRUCTIONS TO CANDIDATES APPLYING FOR THE POSTS OF PERSONAL ASSISTANT TO THE HONOURABLE JUDGES, PERSONAL ASSISTANT (TO THE REGISTRARS) AND PERSONAL CLERK (TO THE DEPUTY REGISTRARS) available in the website shall form part of this Notification. Before filling the applications online, the applicants are advised to go through the 'Notification' and the said Instructions available in the website thoroughly and carefully and they shall ensure themselves that they fulfil all the required qualifications and not disqualified from appointment.

HIGH COURT, MADRAS
DATED : 27.12.2020

C.KUMARAPPAN
REGISTRAR GENERAL

**ANNEXURE TO THE NOTIFICATION NO.159/2020
DISTRIBUTION OF VACANCIES FOR THE POST OF
PERSONAL ASSISTANT TO THE HON'BLE JUDGES**

Sl.Nos.	Category	Backlog Vacancies	No. of Vacancies	Total Vacancies
1	GT	0	9	9
2	GT(PSTM)	0	2	2
3	GT (W)	0	4	4
4	GT(W)(PSTM)	0	2	2
5	BC (OTHER THAN BCM)	0	6	6
6	BC (OTHER THAN BCM) (PSTM)	0	3	3
7	BC (OTHER THAN BCM) (W)	0	4	4
8	BC (OTHER THAN BCM) (W)(PSTM)	0	1	1
9	BC (LOW VISION)	1	0	1
10	BC(M)	0	1	1
11	MBC/DC	0	5	5
12	MBC/DC (PSTM)	2	1	3
13	MBC/DC (W)	3	3	6
14	MBC/DC (W) (PSTM)	1	0	1
15	MBC/DC (HARD OF HEARING)		1	1
16	SC	2	4	6
17	SC (PSTM)	1	1	2
18	SC (W)	2	1	3
19	SC (W)(PSTM)	0	1	1
20	SC (LOCOMOTOR DISABILITY(ONE LEG & BOTH LEG))	1	0	1
21	SC(A)	0	1	1
22	SC(A) (W)	0	1	1
23	SC (A) (W) (PSTM)	1	0	1
24	ST (G)	1	0	1
TOTAL		15	51	66

**DISTRIBUTION OF VACANCIES FOR THE POST OF
PERSONAL ASSISTANT (TO THE REGISTRARS)**

1	GT	0	1	1
2	GT (W)	0	1	1
3	BC (OTHER THAN BCM)	0	1	1
4	MBC/DC	1	0	1
5	MBC/DC (PSTM)	1	0	1
6	SC	1	0	1
7	SC (PSTM)	0	1	1
8	SC (W)	1	0	1
TOTAL		4	4	8

**DISTRIBUTION OF VACANCIES FOR THE POST OF
PERSONAL CLERK (TO THE DEPUTY REGISTRARS)**

1	GT (W) (DW)	0	1	1
2	BC (OTHER THAN BCM)	0	1	1
3	MBC/DC	1	0	1
TOTAL		1	2	3
